



CITY OF FORT WAYNE
Public Works - Right of Way Department

Permit Application

Information and Guidelines

<http://cityoffortwayne.org/>

- 1 A non-refundable fee application to cover administration costs for processing your permit shall be paid to the City of Fort Wayne at the time the application is submitted. Fees shall be charged according to the following

Neighborhood Block Party Permit	\$15
Neighborhood Association Parade Permit	\$15
(must be confined to neighborhood, have consent from association president, must be open to all neighborhood residents)	
Walks, Runs, Bike Events	\$50
Public Assemblies, Events, Closures (over 25 people)	\$50

- 2 Permits must be submitted at least **10 working days** prior to the date of the event
Walk/Run permits must be filed at least **30 days** prior to the date of the event
- 3 If you are completing an application for a block party permit, 51% of the residents within the area of the street closure must sign the attached petition sheet
- 4 Block Party Permits will not be issued on any major arterial street unless otherwise approved by the Division of Public Works, City Traffic Engineering and Police Department. Barricades will not be set up at 1/2 blocks. If a permit is issued on a major roadway, the applicant may be directed to add additional traffic control signs at their expense for pedestrian or vehicular traffic.
- 5 A map of the event location or planned route must be included with your event application. Please indicate if you are using sidewalks and/or streets on the map
If barricades are being requested, locations must be located on the map.
- 6 The city will be unable to provide barricades during the *Three Rivers Festival* annual event.
- 7 Requested street closures and permits will not be any earlier than 9:00am and no later than 10:00pm unless otherwise approved by the department.
- 8 Emergency traffic must have access or be provided access to street at all times.
- 9 Event organizers or participants will be responsible for clean up of the area when finished.
Events with environmental concerns please contact Mary Jane Slaton @ 427-2683.
- 10 If you expect that you will need Police Department involvement or police services for your event, please contact Deputy Chief Martin Bender @427-1206 or martin.bender@cityoffortwayne.org at least 30 days prior to the event date.
- 11 For all walks/runs you must contact Deputy Chief Martin Bender to arrange for hiring of Police Officers. A map of the route is required at the time of application.
- 12 Any event located within a city park must have approval from FW Parks Department @ 427-6000, or if at Headwaters Park, Headwater Park Alliance @ 425-5745



CITY OF FORT WAYNE

Application Permit

- Public Assembly
 - Parade
 - Block Party
 - Walk-Run
- (check one)

This application is in compliance with City Ordinance stated in Chapter 101 of the city code

Please submit completed application to:

Division of Public Works - Citizens Square
200 E. Berry Street, Suite 210
Fort Wayne, IN 46802
Phone: 260-427-6155 Fax: 260-427-1269

Event Name		
Event Sponsor/Producer:		
E-mail Contact Information		
Street Address		
City, State, Zip code		
Event Contact Person		Phone #

Section I - GENERAL INFORMATION

Event Description			
Event Date		Begin Time	End Time
<i>Additional Date if Required</i>		Begin Time	End Time
Is this a Neighborhood Association Event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Event Location			
Parade & Walk/Run Route: (provide a map)			
Parade & Walk/Run	Starting Location:		
	Ending Location:		

* Note - No closures before 9:00am or after 10:00pm unless approved

Section II - PERMIT DETAILS

Anticipated number of participants			
Will any public facilities or parks be affected?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, which?			
Will barricades need to be provided by city?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, provide details	*For major roadways, barricades and detour signs not provided by city of Fort Wayne*		
Will Police Department need to assist event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, provide details			
Will there be animals in this event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain details			
Will there be vehicles in this event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain details			
Will parking meters need to be bagged?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, list meters to be bagged:			
Number of Days to be bagged			
Will any sound or recording devices be used?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, describe			
Per City Ordinance, no permit shall be granted that allows for the erection or placement of any structure, whether permanent or temporary, on a city street, sidewalk, or other rights-of-way unless specific approval is granted by the Director of Public Works by his signature here.			
Will your event include any such structure?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature if necessary		_____	
		Director of Public Works	
Will there be alcohol served at this event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will there be staff on site during the event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this a "COLOR" type Run/Walk event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will the event be using fireworks?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will there be banners displayed?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Section III - CLEAN UP & ENVIRONMENTAL

"COLOR" Events

State and Federal Environmental Laws require Fort Wayne to prohibit non-stormwater discharges going into storm drains or water bodies. Dye material and any wash water containing dye material are prohibited discharges. Will organizers of or participants in the event throw any items or materials that could enter a storm drainage system or surface water body; could be washed into a storm drain or water body if a rainfall occurs on the day of the event; or could cause discoloration or staining of public or private property?

YES NO

If yes, please describe the items/materials and the location at which they will be used, how storm drains will be protected in the event of a rainfall on the day of the event, and how clean up will be accomplished. (Note: event organizer is responsible for clean-up. Please review attached for clean-up guidelines and other best management practices.) - or attach information to permit

Who will be responsible for clean-up & trash removal after the event?	Name	
	Phone #	

Additional Comments about event (Information for Structure/food & beverage distribution/fireworks, etc.)

INDEMNIFICATION

I, the undersigned applicant, agree to indemnify and hold harmless the City of Fort Wayne, from and against any liability of any kind or character and/or injury to person or damage to property, with respect to the use of this permit.

SIGNATURE OF APPLICANT: _____

DATE: _____

*** Please attach additional information regarding this permit to the application ***

For Additional Information

- <https://citizenaccess.acfw.net/citizenaccess/>
- <http://www.cityoffortwayne.org/publicworks/types-of-permits.html>

The following sections are to be completed by the City of Fort Wayne

APPLICATION PERMIT #	
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Fees paid by Cash Check # _____ Date: _____

Approval:

This application has been routed, and along with any contingencies which are noted on this application or attached to it by the City officials below, has been approved by:

Director of Public Works

Date

Right of Way Department

Date

Traffic Engineering

Date

Fort Wayne Police Department

Date





Best Management Practices to avoid prohibited discharges to storm sewer systems or surface water bodies

State and Federal environmental laws **require** the City of Fort Wayne to prohibit non-stormwater discharges to storm drains. Dye material and any wash water containing dye material are **PROHIBITED DISCHARGES**. Because color events typically occur outside, there is a high likelihood of the colored material entering storm drain systems and surface water unless measures are taken to prevent these illicit discharges from occurring. **Biodegradable and/or non-toxic does NOT mean that a substance can go into storm drains or water bodies.** Our requirements below are intended to help you plan your event and clean-up to remain in compliance with Fort Wayne's laws regarding prohibited discharges to the storm sewer system.

Pre-Event Planning

- Create a **Pollution Prevention Plan** that details the measures taken to ensure that **NO** dye material will enter the storm drain system either during or after the event and how it will all be removed and disposed of. The plan must address what will happen in the event of rain.
- Contract with a commercial street cleaning firm to clean paved surfaces if you do not have the capability to do this or if you do not already have a contractor. Have a storm drain cleaning contractor on-call for discharges to storm drains or emergency clean-up if necessary.

Preventing Runoff from Entering Storm Drain Systems and Water Bodies

- If the event will be held on a small, contained area, cordon off the area and place enough tarps on the ground to cover the entire site.
- Protect storm drains using appropriate best management practices that may include berms and covering the drains with tarps or catch basin covers.
- Set up color stations at least 100 feet away from any river, stream, ditch or water body.

Event Clean-Up

- Do **not** use blowers to move dyed material.
- Do **not** use hoses or pressure washers to rinse excess dye off of tarps, sidewalks or paved areas!
- If it has rained or tarps or pavement have become wet, dry off tarps and stained wet pavement with towels or absorbent pads.
- Use brooms or street sweepers to clean up paved areas.
- **If it becomes necessary to use water to clean surfaces, all the water must be collected and disposed of to the sanitary sewer system, with approval from Fort Wayne City Utilities.**
- Fort Wayne's Department of Stormwater Management reserves the right to inspect the event site after clean-up and to require the event organizer to perform additional clean-up measures. Should the event organizer fail to adequately clean the site or if the storm sewer system is found to be contaminated with dye, the Department of Stormwater Management reserves the right to implement clean-up measures and bill the event organizer for clean-up costs.
- Call the Department of Stormwater Management **immediately** (24/7) if any colored water enters a storm drain or water body. Emergency contact information will be provided with your permit approval.