

Fee paid by Cash \_\_\_\_\_; Check \_\_\_\_\_, Check # \_\_\_\_\_, Credit Card \_\_\_\_\_ Receipt # \_\_\_\_\_

Initials \_\_\_\_\_

Application Fee: \$25.00 (Non-refundable)

Date: \_\_\_\_\_

**GREENVILLE POLICE DEPARTMENT**  
**APPLICATION FOR THE TEMPORARY CLOSING OF A CITY STREET(S)**

Any person, firm, or organization desiring to have a street temporarily closed shall apply for a permit for temporary street closing and submit it to the Office of the Chief of Police, or his designee, for approval no later than five (5) work days prior to the scheduled event.

TO: THE CHIEF OF POLICE, GREENVILLE, NORTH CAROLINA

Application is hereby made for a permit to temporarily close a city street by the Code of the City of Greenville, North Carolina, City Code 10-2-256 and other applicable laws and regulations.

1. The organization, firm, or person(s) in charge and directly responsible for such activity will be:

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

2. The purpose for blocking of the street is: \_\_\_\_\_

\_\_\_\_\_

3. Location (exact block) of street to be closed: \_\_\_\_\_

\_\_\_\_\_

4. The date and time of the event: On the \_\_\_\_\_ day(s) of \_\_\_\_\_, 20\_\_\_\_.

From \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

5. Number of participants anticipated: \_\_\_\_\_

6. Duration of the event: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

## NOTICE TO APPLICANT

THE FOLLOWING RULES, REGULATIONS, AND/OR REQUIREMENTS HAVE BEEN ESTABLISHED BY THE CHIEF OF POLICE OF THE CITY OF GREENVILLE AND ARE CONDITIONS UNDER WHICH THIS STREET-CLOSING PERMIT MAY BE ISSUED.

THE FAILURE TO ABIDE BY THESE RULES, REGULATIONS AND/OR REQUIREMENTS SHALL BE GROUNDS FOR THE IMMEDIATE REVOCATION OF THIS STREET-CLOSING PERMIT.

1. Falsification of any part of the permit application process, either verbally or in writing, shall be cause for immediate denial or revocation of the permit.
2. Copies of all Federal, State, and/or County permits shall be attached to and become part of this application. Copies of all advertising of the event shall be attached.
3. The number of participants may not exceed the anticipated number designated on the permit application.
4. The application shall notify all residents of the affected street area to be blocked at least five (5) days prior to the anticipated event. The applicant(s) must be a resident of the “affected street area to be blocked” if located in a residential area. The residents to be notified must sign the attached “Notification Sheet”.
5. Upon issuance of a permit under this Article, City of Greenville Public Works barricades shall be used. Applicants will be held responsible for and reimburse the city for any damages to the barricades.
6. The applicant shall be fully responsible and liable for damages to public property and litter from concessions and/or participants in the permit area.
7. The applicant must provide for the collection and removal of all trash, garbage, and litter on the street and surrounding areas resulting from the event for which the street is temporarily closed. The area must be restored to its original condition immediately following the event.
8. The Chief of Police, or his designee, reserves the right to impose any additional rules, regulations, and requirements deemed necessary to reduce or minimize the dangers and hazards to vehicular or pedestrian traffic and to the general public. Such conditions may include a limitation on the number of participants, duration, noise levels, and the hiring of off-duty police officers.
9. Any permit for temporary street closing issued pursuant to the Greenville City Code may be revoked by the Chief of Police or any police officer as set out in Section 10-2-257, Subsection (a).
10. No malt beverages and unfortified wine may be consumed on public streets. (The term “malt beverages” shall mean beer, lager beer, malt liquor, ale, porter, and other brewed or fermented beverages containing one-half of one percent of alcohol by volume but more than five (5) percent of alcohol by weight.)

11. The applicant must contact the Public Works Facility to obtain barricades. The barricades will be put in place by \_\_\_\_\_ (am/pm) and removed by \_\_\_\_\_ (am/pm) and returned to the Public Works Facility.
12. Special Conditions

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved      by \_\_\_\_\_  
Deputy Chief of Police

**COPY OF THIS PERMIT SHOULD BE AT THE SITE AND IN THE POSSESSION OF THE PERSON OR ORGANIZATION IN CHARGE OF THE ACTIVITY AT ALL TIMES.**

ORGANIZATIONS AFFILIATED WITH EAST CAROLINA UNIVERSITY

If the organization applying for this permit is an organization affiliated with East Carolina University, please fill out the information stated below:

(1) Below, please place a check (√) on the line which appropriately describes your organization:

\_\_\_\_\_ FRATERNITY

\_\_\_\_\_ SORORITY

\_\_\_\_\_ UNIVERSITY SPONSORED CLUB

\_\_\_\_\_ STUDENT

\_\_\_\_\_ EMPLOYEE

\_\_\_\_\_ OTHER      Explain: \_\_\_\_\_

\_\_\_\_\_

(2) You will need to obtain the signature of Dr. Erik Kneubuehl, Associate Vice Chancellor for Student Involvement and Leadership

\_\_\_\_\_  
Dr. Erik Kneubuehl, Associate Vice Chancellor for  
Student Involvement and Leadership

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTIFICATION OF ADJOINING PROPERTY OWNERS**

PURSUANT TO THE RULES, REGULATIONS, AND/OR REQUIREMENTS OF THE CHIEF OF POLICE, NUMBER 4, THAT ADJOINING PROPERTY OWNERS SURROUNDING THE LOCATION PROPOSED AS THE SITE OF THE PERMITTED EVENT, BE NOTIFIED BY THE APPLICANT AT LEAST 72 HOURS PRIOR TO THE SCHEDULED EVENT, AND ADVISED OF THE TIME BY WHICH CLEANUP OF THE AREA WILL BE ACCOMPLISHED. NOTICE TO THE ADJOINING PROPERTY OWNERS SHALL INCLUDE A STATEMENT INDICATING THAT COMMENT OR CONCERNS REGARDING THE ISSUANCE OF A PERMIT AT THE PROPOSED LOCATION MAY BE MADE TO THE CHIEF OF POLICE PRIOR TO THE EVENT. THESE CONDITIONS ARE MANDATORY ON ALL "PERMIT TO EXCEED" APPLICANTS, WE ARE ADVISING YOU OF THE FOLLOWING EVENT:

NAME OF ORGANIZATION: \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

TIME OF CLEANUP: \_\_\_\_\_

**SIGNATURES OF ADJOINING PROPERTY OWNERS AND DATE NOTIFIED**

_____	_____
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In attempting to notify all of the adjoining property owners of the following event:

NAME OF ORGANIZATION: \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

TIME OF CLEANUP: \_\_\_\_\_

The following adjoining property owners either could not be contacted or refused to sign the notification:

PROPERTY OWNER: \_\_\_\_\_ COULD NOT BE REACHED  
\_\_\_\_\_ REFUSED TO SIGN THE NOTIFICATION

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

DATES AND TIMES APPLICANT ATTEMPTED TO NOTIFY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ COULD NOT BE REACHED  
\_\_\_\_\_ REFUSED TO SIGN THE NOTIFICATION

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

DATES AND TIMES APPLICANT ATTEMPTED TO NOTIFY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ COULD NOT BE REACHED  
\_\_\_\_\_ REFUSED TO SIGN THE NOTIFICATION

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

DATES AND TIMES APPLICANT ATTEMPTED TO NOTIFY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ COULD NOT BE REACHED  
\_\_\_\_\_ REFUSED TO SIGN THE NOTIFICATION

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

DATES AND TIMES APPLICANT ATTEMPTED TO NOTIFY: \_\_\_\_\_

**VERIFICATION OF THE HIRING  
OF OFF-DUTY POLICE OFFICERS**

NAME OF ORGANIZATION: \_\_\_\_\_

DATE AND TIME OF EVENT: \_\_\_\_\_

NUMBER OF OFFICERS REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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