



**JOHN HAMILTON  
MAYOR**

**CITY OF BLOOMINGTON**

401 N Morton St Suite 130  
PO Box 100  
Bloomington IN 47402

**DEPARTMENT OF PUBLIC WORKS  
DEPARTMENT OF ECONOMIC  
& SUSTAINABLE DEVELOPMENT**

ESD 812.349.3418  
PW 812.349.3410

Greetings from the City of Bloomington!

This application is for approval from the Board of Public Works for Temporary Special Events for the use of public rights of way owned by the City of Bloomington. To assure timely approval by the Board of Public Works to your application we ask that you notify us 3 months in advance.

Applications will not be considered unless all relevant portions of the application have been completed in their entirety. Once a completed application is submitted to the City it will be reviewed by City Staff and will then go before the Board of Public Works for consideration. Once approved by the Board of Public Works, the City retains the right to revoke permission if event becomes a public safety concern.

The Board of Public Works has the sole discretion as to whether or not a special approval shall be granted. If the Board of Public Works issues a special approval for use of public right-of-way the Board may prescribe any reasonable conditions or requirements it deems necessary to minimize the adverse effects upon the Bloomington community, surrounding neighborhoods, or emergency service providers.

If the Board of Public Works issues the special approval, the permit holder shall still abide by all other city, county, state and federal laws.

The City of Bloomington  
Department of Economic and Sustainable Development



# SPECIAL EVENT APPLICATION

**City of Bloomington**  
**Department of Economic and Sustainable Development**  
**401 N. Morton Street, Suite 150**  
**Bloomington, Indiana 47404**  
**812-349-3418**  
**Department of Public Works**  
**812-349-3410**

## 1. Applicant Information

|                              |  |               |  |
|------------------------------|--|---------------|--|
| Contact Name:                |  |               |  |
| Contact Phone:               |  | Mobile Phone: |  |
| Title/Position:              |  |               |  |
| Organization:                |  |               |  |
| Address:                     |  |               |  |
| City, State, Zip:            |  |               |  |
| Contact E-Mail Address:      |  |               |  |
| Organization E-Mail and URL: |  |               |  |
| Org Phone No:                |  | Fax No:       |  |

## 2. Any Key Partners Involved (including Food Vendors if applicable)

|                         |  |               |  |
|-------------------------|--|---------------|--|
| Organization Name:      |  |               |  |
| Address:                |  |               |  |
| City, State, Zip:       |  |               |  |
| Contact E-Mail Address: |  |               |  |
| Phone Number:           |  | Mobile Phone: |  |
|                         |  |               |  |
| Organization Name:      |  |               |  |
| Address:                |  |               |  |
| City, State, Zip:       |  |               |  |
| E-Mail Address:         |  |               |  |
| Phone Number:           |  | Mobile Phone: |  |
|                         |  |               |  |
| Organization Name:      |  |               |  |
| Address:                |  |               |  |
| City, State, Zip:       |  |               |  |
| E-Mail Address:         |  |               |  |
| Phone Number:           |  | Mobile Phone: |  |

### 3. Event Information

|                                  |  |        |  |      |
|----------------------------------|--|--------|--|------|
| Type of Event                    | <input type="checkbox"/> Metered Parking Space(s) <input type="checkbox"/> Run/Walk <input type="checkbox"/> Festival <input type="checkbox"/> Block Party<br><input type="checkbox"/> Parade <input type="checkbox"/> Other (Explain below in Description of Event) |        |  |      |
| Date(s) of Event:                |  |        |  |      |
| Time of Event:                   | Date:  | Start: | Date:  | End: |
| Setup/Teardown time Needed       | Date:  | Start: | Date:  | End: |
| Calendar Day of Week:            |  |        |  |      |
| Description of Event:            |  |        |  |      |
| Expected Number of Participants: |  |        | Expected # of vehicles (Use of Parking Spaces to close): |      |

### 4. IF YOUR EVENT IS A **NEIGHBORHOOD BLOCK PARTY**, YOU ARE REQUIRED TO SECURE AND ATTACH THE FOLLOWING:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A map of the proposed rights-of-way closure or route in its entirety (streets shall be properly labeled and identified) <ul style="list-style-type: none"> <li>The starting point shall be clearly marked</li> <li>The ending point shall be clearly marked</li> <li>Each intersection along the route shall be clearly identified</li> <li>A notation of how each intersection is to be blocked shall be specifically noted at each intersection (where type 3 barricades will be placed)</li> </ul> |
| <input type="checkbox"/> | Notification to businesses/residents that will be impacted by event (copy of notification letter/flyer/other)   |
| <input type="checkbox"/> | A properly executed Maintenance of Traffic Plan <ul style="list-style-type: none"> <li>Determine if No Parking Signs will be required</li> </ul>  |
| <input type="checkbox"/> | Noise Permit application  |

**IF YOUR EVENT IS A RUN/WALK/PARADE, YOU ARE REQUIRED TO SECURE AND ATTACHED THE FOLLOWING: *Moving Events – Use and/or Closure of City Streets/Sidewalks***

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A map of the proposed rights-of-way closure or route in its entirety (streets shall be properly labeled and identified) <ul style="list-style-type: none"> <li>• The starting point shall be clearly marked</li> <li>• The ending point shall be clearly marked</li> <li>• The number of lanes to be restricted on each road shall be clearly marked</li> <li>• Each intersection along the route shall be clearly identified</li> <li>• A notation of how each intersection is to be blocked shall be specifically noted at each intersection (ie: Type 3 barricades and/or law enforcement); and</li> <li>• The location of any staging area(s) for the rights-of-way closure and how much space the staging area(s) shall utilize</li> </ul> |
| <input type="checkbox"/> | Notification to businesses /residents that will be impacted by event of the day the application will be heard by Board of Public Works (Example attached)   |
| <input type="checkbox"/> | Using a City park or trail? Parks & Recreation Department Approved Special Use Permit <input type="checkbox"/> Not applicable   |
| <input type="checkbox"/> | Certificate of Liability Insurance – Proof of insurance listing the City of Bloomington as additional insured for an amount no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. <b>DEADLINE:</b> To Public Works no later than five days before event.  |
| <input type="checkbox"/> | A properly executed Maintenance of Traffic Plan<br>*Determine if No Parking Signs will be required      * Determine if Barricades will be required  |
| <input type="checkbox"/> | Secured a Parade Permit from Bloomington Police Department <input type="checkbox"/> Not applicable  |
| <input type="checkbox"/> | Noise Permit application <input type="checkbox"/> Not applicable  |
| <input type="checkbox"/> | Waste and Recycling Plan if more than 100 participates (template attached)  |

**If YOUR EVENT IS A FESTIVAL/SPECIAL COMMUNITY EVENT YOU ARE REQUIRED TO SECURE AND ATTACH, AND SUBMIT THE FOLLOWING:**

***Stationary Events – Closure of Streets/Sidewalks/Use of Metered Parking***

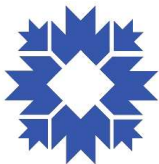
|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A map of the proposed rights-of-way closure in its entirety (streets shall be properly labeled and identified)<br>The starting point shall be clearly marked <ul style="list-style-type: none"> <li>• The ending point shall be clearly marked</li> <li>• The number of lanes to be restricted on each road shall be clearly marked</li> <li>• Each intersection along the route shall be clearly identified</li> <li>• A notation of how each intersection is to be blocked shall be specifically noted at each intersection (ie: type 3 barricades and/or law enforcement); and</li> <li>• The location of any staging area(s) for the rights-of-way closure and how much space the staging area(s) shall utilize</li> </ul> |
| <input type="checkbox"/> | Notification to business/residents who will be impacted by event of the day the application will be heard by Board of Public Works (Example attached)  |
| <input type="checkbox"/> | Using a City park or trail? Parks & Recreation Department Approved Special Use Permit <input type="checkbox"/> Not applicable  |
| <input type="checkbox"/> | A properly executed Maintenance of Traffic Plan<br>*Determine if No Parking Signs will be required      * Determine if Barricades will be required   |
| <input type="checkbox"/> | Noise Permit application <input type="checkbox"/> Not applicable   |
| <input type="checkbox"/> | Beer & Wine Permit <input type="checkbox"/> Not applicable   |
| <input type="checkbox"/> | Certificate of Liability Insurance listing the City of Bloomington as additional insured. For an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. <b>DEADLINE:</b> To Public Works no later than five days before event.  |
| <input type="checkbox"/> | If Food Vendors are part of Festival (Monroe County Health Department Licenses & Fire Inspection)  |
| <input type="checkbox"/> | Waste and Recycling Plan if more than 100 participates (template attached)   |

**8.  
CHECKLIST**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Determine what type of Event  |
| <input type="checkbox"/> | Complete application with attachment<br><input type="checkbox"/> Detailed Map<br><input type="checkbox"/> Proof of notification to businesses/residents (copy of letter/flyer/other)<br><input type="checkbox"/> Maintenance of Traffic Plan<br><input type="checkbox"/> Noise Permit Application (if applicable)<br><input type="checkbox"/> Certificate of Liability Insurance<br><input type="checkbox"/> Secured a Parade Permit from Bloomington Police Department (if applicable)<br><input type="checkbox"/> Beer and Wine Permit (if applicable)Waste and Recycling Plan (if applicable)<br><input type="checkbox"/> Waste and Recycling Plan (if applicable) |
| <input type="checkbox"/> | Date Application will be heard by Board of Public Works   |
| <input type="checkbox"/> | Approved Parks Special Use Permit (if using a City Park)  |
| <input type="checkbox"/> | If using food vendors assure proper paperwork in order (Monroe County Health Department Licenses & Fire Inspection)   |

**For City Of Bloomington Use Only**

| Date Received: | Received By:                       | Date Approved: | Approved By: |
|----------------|------------------------------------|----------------|--------------|
|                | Economic & Sustainable Development |                |              |
|                | Bloomington Police                 |                |              |
|                | Bloomington Fire                   |                |              |
|                | Planning & Transportation          |                |              |
|                | Transit                            |                |              |
|                | Public Works                       |                |              |
|                | Board of Public Works              |                |              |



CITY OF BLOOMINGTON

## NOISE PERMIT

City of Bloomington  
401 N. Morton St., Suite 120  
Bloomington, Indiana 47404  
812-349-3410

### Application and Permit Information

This is an application for a permit for relief from Chapter 14.09 (Noise Control) of the Bloomington Municipal Code. Any permit granted by the City of Bloomington must contain all conditions upon which said permit shall be effective. The City may prescribe any reasonable conditions or requirements it deems necessary to minimize adverse effects upon the community or the surrounding neighborhood.

Once a completed application is submitted to the City, it will be reviewed by the Board of Public Works. If the permit is approved, the holder must still abide all other city, state, and federal laws.

Contact Christina Smith with any questions: (812) 349-3410 or [smithc@bloomington.in.gov](mailto:smithc@bloomington.in.gov)

### Event and Noise Information

|                          |  |                                     |                                      |  |
|--------------------------|--|-------------------------------------|--------------------------------------|--|
| Name of Event:           |  |                                     |                                      |  |
| Location of Event:       |  |                                     |                                      |  |
| Date of Event:           |  | Time of Event:                      | Start:                               |  |
| Calendar Day of Week:    |  |                                     | End:                                 |  |
| Description of Event:    |  |                                     |                                      |  |
| Source of Noise:         | <input type="checkbox"/> Live Band                       | <input type="checkbox"/> Instrument | <input type="checkbox"/> Loudspeaker | Will Noise be Amplified?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is this a Charity Event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, to Benefit:                 |                                      |  |

### Applicant Information

|                   |  |               |  |
|-------------------|--|---------------|--|
| Name:             |  |               |  |
| Organization:     |  | Title:        |  |
| Physical Address: |  |               |  |
| Email Address:    |  | Phone Number: |  |
| Signature:        |  | Date:         |  |

### FOR CITY OF BLOOMINGTON USE ONLY

**In accordance with Section 14.09.070 of the Bloomington Municipal Code, We, the Board of Public Works, the designee of the Mayor of the City of Bloomington, hereby waive the City Noise Ordinance for the above mentioned event.**

|                              |                                  |
|------------------------------|----------------------------------|
| <b>BOARD OF PUBLIC WORKS</b> |                                  |
| _____                        | _____                            |
| Kyla Cox Deckard, President  | Kelly M. Boatman, Vice-President |
| _____                        | _____                            |
| Date                         | Dana Palazzo, Secretary          |

# Waste and Recycling Management Plan Template

Event name: \_\_\_\_\_

Number of expected attendees: \_\_\_\_\_

Number of food vendors: \_\_\_\_\_

Number of other vendors: \_\_\_\_\_

**Designated waste and recycling manager:** This may be a staff member or a volunteer. Events expecting over 100 attendees are required to designate a waste and recycling manager who will be in charge of overseeing the implementation of the waste and recycling management plan.

**Event map:** In the event map you submit with your event application, please clearly designate where waste and recycling bins will be placed. Each waste bin should be paired with one or more recycling bins. Also designate any larger collection areas (such as dumpsters) and the path for access by waste haulers.

**TIP:** Recycling bins should be visually distinct from waste bins, and all bins should be clearly labeled for easy use by attendees. ClearStream recycling bins are available for use through [Downtown Bloomington, Inc.](#)

**Targeted waste:** Please enumerate the types of waste expected at the event and plans for collecting each type of item using the following table. Examples are listed, but feel free to modify as appropriate.

| Type of waste | Collection plan   |
|---------------|---|
| <Containers>* | <Recycling, composting, etc.>                                 |
| <Mixed paper> | <Recycling in on-site, designated bins staffed by volunteers> |
| <Food waste>  | <Composting bins, waste bins, etc.>                           |

\*Note that "compostable" plastics are only compostable in industrial composters, which are not available in the Bloomington area. If you opt for compostable items at your event, ensure that they are compostable paper rather than plastic.

**Collection and hauling system:** Describe where and how waste and recycling will be collected and separated. Include information on how attendees and vendors will be educated on where materials should be placed, including signage, pre-event training and publicity, volunteer-staffed waste management stations, etc.

Events with over 100 attendees must provide staffed (by paid staff or volunteers) waste management stations to ensure that materials are separated according to the waste and recycling management plan.

**Vendor and volunteer education and training:** Describe your plans for educating volunteers about waste and recycling management plans at the event, and vendors on what materials will be permitted in order to comply with the Plan and to minimize waste through both reduction and recycling.

**Materials and supplies:** List the materials you plan to have on hand to implement the waste and recycling management plan, including bins, labels, bags, signage, etc.

**Designation of duties:** Clearly designate the volunteers, staff, or other individuals who will be responsible for implementing each component of the waste and recycling management plan.

**EXAMPLE: NOTICE OF PUBLIC MEETING LETTER**

The Board of Public Works of Bloomington, Indiana, has been petitioned to hear a request for a Special Event in Public Right Way for \_\_\_\_\_.

The Board of Public Works meeting to hear this request will be MONTH, DAY, YEAR. Board of Public Works meetings are held in the Council Chambers of the Showers Center City Hall at 401 N. Morton at 5:30 p.m.

The proposal for \_\_\_\_\_ will be on file and may be examined in the Public Works office on the Friday (insert date) prior to the Tuesday (insert) meeting.

All persons interested in said proposal may be heard at the time and place as herein set out. If you would rather voice your opinion by phone you may call 812.349.3410 or email [public.works@bloomington.in.gov](mailto:public.works@bloomington.in.gov). Written and verbal objections filed with the Board of Public Works prior to the hearing will be considered.

BOARD OF PUBLIC WORKS  
CITY OF BLOOMINGTON, INDIANA

PETITIONER:

DATE:



**Contact Information- Other**

|   | <b><u>Location</u></b>                                | <b><u>Contact</u></b>  | <b><u>Phone Number</u></b>       |
|---|---|--|----------------------------------|
| Maintenance of Traffic Plan   | 401 N. Morton St.<br>Suite 130<br>Bloomington, IN     | City of Bloomington<br>Planning &<br>Transportation  | (812)349-3423                    |
| Monroe County Health Department<br>(Food Handler Permit)                                      | 119 W. 7th St.<br>Bloomington, IN                     | Sylvia Garrison,<br>Administrator  | (812) 349-2543                   |
| Waste & Recycling Plan  | 401 N. Morton Street<br>Suite 150                     | Jackie Bauer<br>Economic & Sustainable<br>Development  | (812) 349.3837                   |
| Bloomington Board of Public Works   | 401 N. Morton St.<br>Suite 13<br>Bloomington, IN      | Christina Smith<br>Dept. of Public<br>Works OR<br>Sean Starowitz<br>Community<br>Arts Director | (812) 349-3589<br>(812) 349-3534 |
| Bloomington Parks and Recreation Department<br>(Events on City of Bloomington Parks Property) | 401 N. Morton St.<br>Suite 250<br>Bloomington, IN     | Becky Barrick<br>Higgins<br>Community Events<br>Manager  | (812) 349-3700                   |
| Bloomington Fire Department<br><br>(If event will have any kind of open                       | 300 E. 4th St.<br>Bloomington, IN                     | Fire Administration  | (812) 332-9763                   |
| Bloomington Police Department<br><br>(Parade Permit)  | 220 E. Third<br>Bloomington,<br>IN                    | Police Administration  | (812) 339-4477                   |
| Master Rental   | 2022 W. 3 <sup>rd</sup> Street<br>Bloomington, IN     | Type 3 Barricades  | (812) 332-0600                   |
| Indiana Traffic Services  | 3867 N. Commercial<br>Parkway<br>Greenfield, IN 46140 | Type 3 Barricades  | (317) 891-8065                   |
| Monroe County Emergency Management  | 2800 S. Kirby Road<br>Bloomington, IN                 |  | (812)- 349-2546                  |