



SPECIAL EVENT APPLICATION

1. Must be submitted **90 days in advance** of event
2. Must include course map with traffic control specified for each intersection
3. Applicant must notify all properties affected by route via US Mail 30 days prior to event. An affidavit of mailing is required.
4. A Right of Way Use Permit will be required for each intersection involved. Permit fee is \$75.00 each.
5. Seven (7) days prior to the event, signs must be placed at each affected intersection notifying the general public of the event. The sign must state the Event Name, Date, Start Time and End Time. All signs must be collected from the intersections within 48 hours of the completion of the event.

Name of Organization _____
 (Please attach background information about your organization)

Point of Contact (POC) _____

POC Phone & Fax _____

Type of Event _____

Location of Event _____

Date(s) _____

Times: Setup _____

Begin _____ End _____

Summary of Activities _____

Number of Participants _____

Support Requested *Some fees may apply*

Police _____ Fire/EMS _____

Parks _____

Planning Meeting(s) _____

OFFICE USE ONLY

Department Coordination:

	Support	Non-Support	Comments
Police	_____	_____	_____
Fire/EMS	_____	_____	_____
Parks	_____	_____	_____

Mayor's Decision: Approval / Disapproval / See Me

Mayor's Comments: _____

**PROCEDURES FOR FILLING OUT THE
NOTICE OF SPECIAL EVENT
AND THE
AFFIDAVIT OF MAILING**

As the event coordinator you must notify all affected properties of your event. The procedures for notice are summarized below:

1. The Event Coordinator must prepare the NOTICE OF SPECIAL EVENT for mailing. The notice must be sent by first-class mail at least THIRTY (30) days before the date of the event. The notice must be mailed to the owners of all adjacent parcels of land surrounding the event property to a depth of two (2) property ownerships, but not exceeding 660 feet from the event property. You can obtain all information on ownership of surrounding property from the Assessor's Office, 7363 E 21st St, Suite 1360, (317-327-8888).
2. The NOTICE OF SPECIAL EVENT must also be sent to all members of the Lawrence Common Council as well as the At-Large members of the Lawrence Common Council. This information can be obtained at the Department of Public Works or by calling 317-545-5566.
3. The AFFIDAVIT OF NOTICE OF SPECIAL EVENT must be notarized and then filed in the office of the Department of Public Works along with a copy of the NOTICE OF SPECIAL EVENT within three (3) business days after mailing of the notices. These documents may be delivered in person or mailed to the Department of Public Works, Attn.: Special Events, 9001 E. 59TH Street, Suite 300, Lawrence, Indiana 46216. The affidavit must include the names and addresses of all property owners and Lawrence City Councilors to whom the notice was sent.

**NOTE: IF YOU FAIL TO FOLLOW THESE DIRECTIONS,
THE EVENT MAY BE CANCELLED OR POSTPONED.**

NOTICE OF SPECIAL EVENT

CITY OF LAWRENCE, INDIANA

Notice is hereby given that the undersigned has been approved to hold a **SPECIAL EVENT** in the City of Lawrence, Marion County, Indiana:

Date of Event

Location of Event (Map Attached)

Setup Time

Start Time

End Time

of Participants

This event application may be examined in the Department of Public Works office at the Lawrence Government Center, 9001 East 59th Street, Ste #300, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

EVENT COORDINATOR

Signature

Name Printed

AFFIDAVIT OF NOTICE OF SPECIAL EVENT

CITY OF LAWRENCE, INDIANA

I/We _____ do hereby certify that the Notice of Special Event being held on _____ was sent by first-class mail to the last known address of each of the following persons, they being all persons to whom notice was required:

OWNER'S NAME

ADDRESS

(list attached)

Said notices were mailed by first-class mail on the _____ day of _____, 20____, being at least thirty (30) days prior to the scheduled event.

Event Coordinator or Authorized Agent

STATE OF INDIANA)
) SS:
COUNTY OF MARION)

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

Notary Public

County of residence:

Printed Name

**STREET CUT OR RIGHT-OF-WAY EXCAVATION OR USE
PERMIT APPLICATION**

Type of Permit: _____

Permit # _____

I/We, the undersigned applicant(s), request(s) permission to make one or multiple cut(s) into or perform other construction or utility activity within a street pavement or road right-of-way located within the corporate limits of the City of Lawrence.

Address of WORK LOCATION: _____

Name of Applicant: _____

Applicant Address: _____

Applicant Phone Number: _____

Name of Contractor (if different from applicant): _____

Contractor Address: _____

Contractor Phone Number: _____

Name of Job Supervisor who will certify work: _____

Phone Number of Job Supervisor: _____

Nature and Reason for Construction: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Proposed Work Hours: _____

REQUIREMENTS:

Maintenance of Traffic through or around work site: Submit plan showing method of traffic control conforming to INDOT requirements.

Scope of Work: Submit one (1) set of scaled drawings indicating location of work activity, right-of-way lines, streets and intersections (including centerlines), edge of pavement with radius indicated (include curbs with type indicated or shoulder, if applicable), location of utilities and appurtenances (existing and proposed), sidewalk, medians, utility elevations (where possible), dimensions and depth of all excavations.

Duration: This permit shall be valid for a sixty (60) day period from the date of approval by the Department of Public Works, City of Lawrence.

ACTIVATION: The applicant shall be responsible for activating this permit by notifying the Department of Public Works via fax at (317) 549-4837 at least 24 hours prior to doing any work in the public right-of-way.

By signature of application I/WE HEREBY AGREE

1. To backfill the trench of such opening in accordance with the applicable Municipal Code provisions, ordinances and regulations of the Board of Public Works and Safety of the City of Lawrence. I/We further agree to thoroughly compact the backfill in layers not exceeding six (6) inches deep, and to replace pavement or surface in the manner required by the City of Lawrence or standards of the City of Indianapolis, where applicable. Drainage ditches and swales will be restored to their original condition. Drainage structures will be maintained and cleaned of all debris. Any sod that is removed will be replaced to the satisfaction of the City of Lawrence.
2. That the pipe and all other materials used in connection with this work will meet specifications of the City of Lawrence as to size and quality.
3. To erect and maintain all necessary barricades, detour signs and warning lights or provide police officers are required to safely direct traffic over or around the part of the road where the above-described works is to be done if the work in any way interferes or could interfere with traffic. The permit holder is responsible for the safety of all vehicles, pedestrians and the work force in, surrounding and/or moving through the work site in the public right-of-way.
4. To assume all responsibility for any injury or damage to persons or property resulting directly or indirectly from the work contemplated and/or completed pursuant to this application.
5. That such work will not interfere with any existing structures or their use.
6. To stop work at any time upon request of the City of Lawrence.
7. To move or remove any structures installed under this permit, at applicants own expense, should future traffic conditions or road improvements necessitate or when requested to do so by the City of Lawrence.
8. To maintain such replaced excavation or cut for a period of one year after traffic is again permitted to pass over the filled trench.

Applicants Signature

Date

For Office Use Only:

Street Classification _____

Permit Fee \$ _____

Approved by: _____

Date Approved: _____

Date Activated: _____