

Special Event Attachment F Streets/Traffic

Special Events Office
708 W. Baseline Rd., Bldg. 4 Mesa,
AZ 85210
Mailing Address
PO Box 1466
Mesa, AZ 85211-1466
Telephone: 480-644-3500
E-mail: specialevents@mesaaz.gov



Date: _____ Event Name: _____ Date of Event: _____

All barricades, signs, and lighting devices shall conform to the *City of Mesa Traffic Barricade Manual*, *Quality Standards for Work Zone Traffic Control Devices* (published by the American Traffic Safety Services Association), and the *Manual On Uniform Traffic Control Devices*. Copies of the *City of Mesa Traffic Barricade Manual* may be purchased from the City of Mesa, Building Safety counter at the following location:

55 N. Center Street
Mesa, Arizona 85201
480-644-3145 (press 1)

Yes No

☐

Have you hired a barricade company to provide the traffic control for the event?

If yes, please attach the traffic plan and provide the following:

Barricade Company: _____

Address: _____

Contact Person: _____ Phone: _____

If the event will be taking place in the roadway or will impact traffic in any way, traffic control must be arranged with the Mesa Police Department. The Mesa Police Department contact information must be included in the application prior to processing the special event application.

Yes No

☐☐

Have you contacted the police department to assist with traffic control for the event?

If yes, provide the following:

City of Mesa Police Contact Person _____

Phone _____ Number of personnel contracted _____

To schedule off-duty police officers, call 480-644-2092.

DOES THE EVENT PROPOSE CLOSING OR RESTRICTING ACCESS TO ANY OF THE FOLLOWING

Yes
☐

No
☐

Streets

Street	From	To	Date	Time

Yes
☐

No
☐

Sidewalks

Sidewalk	From	To	Date	Time

Yes
☐

No
☐

Other Facilities, such as parks, schools, churches or vacant lots

City Facility	Date	Time

Yes
☐

No
☐

Parking Lots

Parking Lot	Date	Time	Number of Spaces Reserved	Contact Name

Yes
☐

No
☐

Public Bicycle Route

Bicycle Route Location	Alternate Route (include location)

Yes
☐

No
☐

Bus Stop

Bus Stop	From	To	Date	Time

Traffic control plans are required for any of the above and are due with this application.

After reviewing the event application, the City may require a traffic control plan, barricading and/or the use of off-duty police officers to assist with traffic control. If a traffic control plan, barricading, and/or police officers are required, permittee must provide above information as an amendment to the application before an event permit will be issued.

PARKING AND SHUTTLE PLAN

Yes No

☐ ☐ Will your event involve the use of a parking and/or shuttle plan?

If yes, provide an attachment of your plan

How many parking spaces do you anticipate providing_____

Will there be signage to direct guests to off-site lot? If yes, explain_____

After reviewing the parking plan, the City may require additional signage as it relates to parking concerns (i.e. no parking, directional signs, etc.). This additional signage is at the expense of the applicant.

ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. Following is a minimal list of requirements:

- ☐ A clear path of travel throughout your event venue is required.
- ☐ You must have a Disabled Parking and Shuttle Plan and/or Transportation Plan (including the use of public transportation or shuttle services) for your event.
- ☐ All food, beverage and vending areas must be accessible.
- ☐ All signage must be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility.
- ☐ If an information center is provided at your event, customer service representatives must be available to assist disabled individuals.
- ☐ If all areas of your event venue cannot be made accessible, maps or programs must be made available to show the location of accessible restrooms, parking, phones (if any), drinking fountains, and first aid stations.