

Special Event Attachment F Streets/Traffic

Special Licensing Office 55
North Center Street Mailing
Address:
PO Box 1466
Mesa, Arizona 85211-1466
480-644-2316 Telephone
480-644-3999 Fax
www.mesaaz.gov/business/licensing



Date of Application _____

License Application # _____

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 locations:

55 N. Center Street
Mesa, Arizona
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:

Company (providing barricading) _____

Address _____

Contact Person _____ Phone _____

If the event will be taking place in the roadway or will impede 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.