



BOONE COUNTY

KENTUCKY

**Special Event-
Temporary Road Closure**

Policies and Procedures
Revised August 2023



Special Event-Temporary Road Closure Permits

Boone County citizens and businesses that wish to hold a special event that requires the closing of county roadway or impacts right of way access, must obtain a Special Event- Temporary Road Closure Permit. A permit is required for any closure and is absolutely essential, even if the road will be closed for just a short time. A temporary closure means that all vehicles are kept out – but the road is open to pedestrians and/or access to right of way will be restricted by vehicles or pedestrians. This permit is for use for neighborhood and community events not for private restriction of access.

Before applying, applicant should;

- Check that all residents in the affected area are agreeable with the proposed event/closure;
- Plan the event to avoid normal activities (such as trash removal, school bus traffic etc.);
- Plan the event to avoid damage to the road;
- Ensure the plan includes adequate barriers and signage that will alert the public but allow emergency vehicles access in the event they need to respond to an emergency;
- Plan how you will clean the street following the event.

Procedures for Applying for a Special Event- Temporary Road Closure Permit

Road closure requests by private parties are handled by the Government and Community Relations Office for Boone County and approved by the County Administrator. Applications for a Special Event- Temporary Road Closure Permit can be made on-line at boonecountyky.org or a paper application can be requested from the Community Relations Office at 859-334-3125.

Please note:

- Applications must be submitted two (2) weeks prior to the requested date to be considered. There is no fee required to apply or receive the permit;
- Only cul-de-sacs, subdivisions and other low traffic, non-thru roadways will be approved; private party closure of thru streets is not permitted by a Special Events-Road Closure Permit;
- Road closures and events must end by 1am;
- Noise should not substantially interfere with the use and enjoyment of adjoining properties;
- A petition with the signature of affected residents must be submitted at the time of final permit issuance (petition can be printed from website);
- The application must be signed by the resident who will act as the contact person for the permit and serve as the party responsible for the event.

Once the application for a Special Event-Temporary Road Closure Permit is received the following process will be followed:

- The application will be forwarded for consideration by the Boone County Sherriff's Office, The applicable Fire District, the Public Works Director and the Public Safety Communications Center.

- If application receives approval from each entity listed above, the application will be presented for consideration to the County Administrator.
- The requesting party will be notified by the Government and Community Relations Office of the approval or denial of the application request.
- If approved, a permit will be generated. Upon receipt, the applicant will submit the Acknowledgement and Agreement of Affected Residents Petition to the Government and Community Relations Office.
- If approved, roads closed must be marked in a clear and conspicuous manner with traffic cones and barricades with signage that indicates the road is closed. The Public Works Department will make cones and barricades available for pick-up and return at no cost as available. An equipment request form must be submitted to the Department of Public Works one week prior to event. (deposit will apply)
- Failure to abide by these terms, unsafe behavior or violations of county ordinances, state statutes, regulations, terms of the permit or federal law will be grounds to nullify the permit at the discretion of the Sherriff's Office.

Special Event-Temporary Road Closure Permits Application Checklist

- ✓ Complete on-line application or submit paper application packet to the Government and Community Relations Office at least two weeks prior to event
- ✓ Print Acknowledgement and Agreement of Affected Residents Petition and obtain signatures
- ✓ Upon approval, pick-up permit and return petition
- ✓ Obtain proper equipment to identify road closure/ schedule equipment for pick up from Public Works Department if needed
- ✓ Hold event/ clean area when finished
- ✓ Return Equipment to Public Works Department

For more Information:

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Department of Public Works
859-334-3600



Boone County, Kentucky

Special Event-Temporary Road Closure Permit Application

Application Process

- All applications must be submitted 2 weeks prior to event
- Applicants will be notified as soon as possible
- Upon issuance of permit, Acknowledgement and Agreement of Affected Residents Petition must be submitted to the Community Relations Office

Section 1. Applicant Information

Applicant Full Name: _____

Applicant Address: _____

Applicant Home Phone: _____ Cell: _____

E-mail address: _____

Date submitted: _____

Section 2. Event Information

Event Name/Purpose: _____

Event Date: _____ Expected Attendance: _____

Event Times/ Time of Road Closure: _____

Address and Specific Description of Road Closure Area: _____

Describe Event and Planned Set-Up: _____

Section 3. Additional Information & Acknowledgements

Applicant understands and agrees to comply with all applicable county ordinances, permit stipulations, regulations, restrictions and state statutes. Applicant agrees to hold harmless and indemnify the County of Boone, its commissioners, officials, employees and agents, both in their official capacity and individually, for any and all claims, damages, causes of action and liability that arise from the issuance of the permit and from the event, in any way, itself. Applicant shall be responsible for any and all costs related to this event. No road closure may occur prior to receipt of signed permit. Applicant further agrees to clearly mark areas of road closure in a conspicuous and clear manner that conforms to the specifications outlined in the Manual on Uniform Traffic Control Devices (MUTCD) which are provided with the issuance of the permit.

Applicant Signature: _____

Date: _____

Applicant Printed Name: _____

Office Use Only Below This Line

Date Received: _____

Received by: _____

Sherriff's Office: **Approved/ Denied**

Fire District: **Approved/ Denied**

Public Works: **Approved/ Denied**

PSCC **Approved/ Denied**

Emergency Management to be notified if approved

Application Approved

Application Denied

County Administrator Signature: _____

Date: _____

