



ARAPAHOE COUNTY

PUBLIC WORKS AND DEVELOPMENT

PROCEDURES FOR REQUESTING PERMISSION TO HAVE A BLOCK PARTY OR CLOSURE

Requesting permission to have a block party, parade, race, or closure in County Right of Way and steps to go through to grant permission.

1. The Public Works and Development office needs to be notified at least two weeks prior to the planned event.
 - a. The notification can be sent in the mail: Arapahoe County Public Works and Development, 6924 South Lima Street, Centennial, CO 80112
 - b. Notification can be sent by fax: 720-874-6611
 - c. Notification can be sent in by email to: mcomstock@arapahoegov.com or to: jigrani@arapahoegov.com
2. As part of the request, the following information must be included:
 - a. Date of the event
 - b. Time of closure and time the event will start and finish
 - c. Exact location of event with a detailed map of the area to be closed/blocked off, with streets named and addresses identified
 - d. Purpose of the event or closure
 - e. Fire Protection District must be named and a contact phone number listed, the County can provide this information, it's available on ArapaMap
 - f. Contact information for the applicant: mailing address, email address, fax number and phone number.
3. **CHERRY CREEK DAM ROAD CLOSURES:**
 - g. Applicant will send in request to Arapahoe County who will forward request on to the Army Corp of Engineers for their approval.
 - h. Once Army Corp of Engineers approves the application, the County will proceed with their approval process.
 - i. Applicant must provide Certificate of Insurance naming Arapahoe County as additional insured.
 - j. Applicant must coordinate traffic control with the Arapahoe County Sheriff's Office.

- k. Applicant must coordinate traffic control with the Greenwood Village Police Dept. For Closure at Dayton and Cherry Creek Dam Road. www.greenwoodvillage.com select the title "Parks, Trails and Recreation" under the "Department" Heading. On the left side of that page select "Parks, Trails and Recreation Reservations". Scrolling down they will see "Special Events". This is the link that will take you to the permit application and Street Use Permit.
- l. Applicant **SHALL** set **Variable Message Boards (VMB's)** 7 days prior to the event. At each end of the Cherry Creek Dam Road notifying the public of the event with dates and times of closure. **VMB** locations are shown on attached map. Applicant **SHALL** set **ROAD CLOSED AHEAD** signs the day of the event locations are shown on attached map. All **VMB's** and **Signs** must be removed immediately after event.
- m. Applicant must notify Cherry Creek State Park officials of planned closure, date and times

*****In any event that the Dam would need repairs, the Army Corp of Engineers has the right to deny the closure of the Dam Road for the event*****

- 4. **Applicants requesting closure also needs to contact a barricade company for barricades Proof must be submitted.** This can be found on google or yellow pages under Traffic Control Companies. No vehicles, traffic cones, saw horses, or trash cans, etc. will be allowed as traffic control or for barricades to block off any roadway.
- 5. It will take at least a week or so to receive approval as it has to go through various departments before getting approved.
- 6. Once approved, the approved application will be emailed to the appropriate parties. This will include the applicant, the Sheriff's Office, the Fire District and any other entities that will be effected by the event.

There is no fee for processing these requests. Mike Comstock will notify the applicant by phone or email.