

Street Event Right-of-Way Permitting

Here is information on our Street Event right-of-way permitting process (Please note it may take up to 60 days for processing):

Permit:

- http://www.lawrenceks.org/city_clerk/forms

Click on the [+] symbol next to “Street Event Permit” to drop down the menu

- You will have the option of PDF or Word (fillable form) for the application
- Please make sure to sign the permit in the signature area

****We Cannot Accept an Unsigned Permit****

Items needed with permit submittal:

- Detailed map of street closure (tents, staging, etc.); or map of race/event route
- If there are traffic lane, pedestrian lane, or alley closures we will need a MUTCD compliant traffic control plan with the permit. This PDF contains the proper ways to setup traffic control for various road way closures and sidewalk closures
(http://epdfiles.engr.wisc.edu/pdf_web_files/tic/handbooks/WorkZoneSafety.pdf)
- Copy of Certificate of Insurance in the amount of \$500,000.00 for general liability coverage with the “City of Lawrence, 6 E 6th St, Lawrence, KS 66044” listed as the certificate holder
- \$10 Application Fee, non-refundable (payment methods below)
- Written permission of **ALL** adjacent property owners to the event (A brief sentence stating that the property owner gives permission to allow applicant to use adjacent property for usage by the permit applicant with addresses, printed names, and signatures needed from the adjacent property owners, for verification)

If alcohol will be within the right-of-way:

- If any alcohol will be present within the public right-of-way there will be an additional \$70 alcohol ordinance publication fee with your permit. This covers the cost to publish in the paper the ordinance to allow an exemption for alcohol within the public right-of-way

- Contact our City Clerk’s office, at 832-3302, to inquire about and possibly obtain a temporary liquor permit (\$25) and to coordinate any needed permits with the Kansas Alcohol Beverage Control (ABC) for your event
- To allow alcohol within the right-of-way an ordinance will be drafted and it will take two City Commission hearings for an alcohol ordinance to be approved and adopted
- If alcohol will be served within 400 feet of a church or school entrance, a public hearing will need to be held

-If any part of the event will be held on private property, or any public parcel outside of the public right-of-way, you will need to contact our Planning Department to see if a Special Event Permit is needed for the event (Planning Front Office – 785-832-3150)

-Permit application and documents can be submitted via email (Streetevents@lawrenceks.org), faxed to 785-832-3398, or by stopping by the Public Works Engineering office on the ground floor of City Hall at 6 E 6th Street.

-All permits through a 24-48 long City-wide review process to check for any potential conflicts with projects, infrastructure, events, etc.

-We accept the following methods for payments of the \$10 application fee:

1. Credit card payments through our online processing system at (<https://ipn.paymentus.com/otp/stde/lwap>) and selecting payment type of “Temporary Use of Right-of-Way”, an instant payment confirmation receipt is mailed to us and the email address associated with making the credit card payment.
2. Mailed check (made out to “City of Lawrence”) sent to:

Public Works Engineering

ATTN: ROW Permits/Jason Randall

6 E 6th Street

Lawrence, KS 66044

3. In person with check or cash at our ground floor Public Works location in City hall, 6 E 6th Street Lawrence, KS 66044.

-What the City can provide for events:

- The City's Public Works Department will make and provide any requested meter bags or paper no parking signs for events at the cost of \$1 per sign/bag. This cost is non-refundable and materials will not need to be returned upon completion of event
- The City does **NOT** provide barricades for events
- Fire/Medical services (additional fees may apply)
- Police services (additional fees may apply)