

# Bend Block Party Temporary Street Closure Permit

Neighborhood Districts recognized in **Bend Code Ch. 1.70 Neighborhood Associations** may close a road within their boundaries for Bend Block Party trailer events with the issuance of a **free** Temporary Street Closure Permit from the City of Bend.

The Temporary Street Closure Permit process can be initiated using the **Bend Block Party Trailer Reservation Form**. Please note, the submission of this form does not guarantee a permit. City staff will follow up with the event organizer for additional information after receiving a submission.

## Minimum Requirements

*Road sections proposed for closure must:*

- Be located on local roads, or residential streets, that are not considered arterial or collector roads. Visit the **Community Development Data Explorer** to verify the road classification is not an arterial or collector. Once you click on the link, you will need to click on the “Data Explorer” tab and select “Transportation System Plan – Roads” in the layer section. Having trouble? **View this “how-to” video.**
- Not run through an intersection of roads such as roundabouts, four-way stops and traffic lights.
- Ensure a 20’ through lane for emergency vehicle access in the event of an emergency. For this reason, a 28’ street width is preferred for proposed roads. Dead end roads with closures over 150’ will also require an approved fire apparatus turnaround.
- Submit a Traffic Control Site Plan showing the location of the barricades, road closure signage, trailer, fire access areas (hydrants) and any event booths or large items/activities.

*After a proposed section of road is selected for closure, the City will need the following items to issue the Temporary Street Closure Permit:*

1. **Traffic Control Site Plan:** City staff will need a basic traffic control site plan (Level 1) for the event. The plan will allow the City to understand how the event is intended to be laid out, and communicate any necessary impacts that affect vehicle, bike and/or pedestrian traffic. Plans



must adhere to **Manual Uniform Traffic Control Devices (MUTCD)** and the **Oregon Supplement to the 2009 Edition and Oregon Temporary Traffic Control Handbook (OTTCH)**. City staff can assist with the creation of this plan for a Bend Block Party event. **Here is an example of an approved Traffic Control Site Plan.**

- 2. Notification of Neighbors:** The City of Bend requires a notification be sent to the impacted neighbors, or neighbors with property directly adjacent to the road being closed. ***This notice can be included in the event invitation for ease by adding language about the closure and contact information for the event organizer.***
- 3. Location Description for Bend Block Party Trailer drop-off and pick-up:** City staff will also need to know where the trailer should be parked along the road proposed for closure. The trailer cannot block driveway, fire access points, road or ally access. Keep in mind the trailer needs approximately 25 feet of parking space.

***Once a Temporary Street Closure Permit is issued for an event:***

- The City of Bend has several closure barricades and detour signs available for City-sponsored events and will work with the Neighborhood District to have them placed in accordance with the submitted Traffic Control Site Plan.
- All Type-III barricades must be manned/watched closely by a person who is able to move them out of the way quickly if emergency vehicles need to get in or through the road closure.



**Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Makayla Oliver at [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov) or (541) 797-3584; Relay Users Dial 7-1-1.

