

**APPLICATION/PERMIT TO USE PUBLIC  
PROPERTY, PUBLIC STREETS OR RIGHTS-  
OF-WAY**

*Your Approved form is your confirmation*



132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507  
Telephone: (810) 735-7980 • Fax: (810) 735-4793

**Notes to Applicants:** *Application and all attachments must be received by the city at least 90 days prior to event.*

**Name of Event:** \_\_\_\_\_

\_\_\_\_\_  
(Name of Sponsoring Organization) (Date Submitted)

\_\_\_\_\_  
(Name of Organization Representative in Charge of Event) (Tax Exempt Organization)

\_\_\_\_\_  
(Complete Mailing Address of Representative) Tel. No.

Description of Event: (List times of any unusual events, i.e. Fireworks display, etc.) Give as much information regarding nature of event as possible. Attach additional sheet(s)/maps. \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: (Begin) \_\_\_\_\_  
\_\_\_\_\_ (Each Day) (End) \_\_\_\_\_

Identify the **Public Property** that you are requesting to use: i.e. Streets, Parks, Parking Lots, etc. \_\_\_\_\_

(Use extra sheet if necessary. \*Provide a map of all the areas you are requesting use of, showing placement of any temporary equipment/vehicles etc. and traffic pattern for vehicles, if applicable.)

Number of Volunteers or Workers you will supply \_\_\_\_\_

**If Street Closure** is Necessary - Time of Barricading (Each Day): (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

Streets to be Closed: \_\_\_\_\_

(See instructions on SPECIAL EVENT CHECKLIST – Identify those streets that will be closed - \*provide a map of the area indicating where barricades are to be placed)

- \*Map of area to be used to be submitted indicating locations of **all** areas being used. Locate all existing structures and proposed festivities. In case of parades, parade route to be shown on a street map of the area.
- Charges may be imposed where cleanup of area is not satisfactory.  
Charges may be imposed for use of utilities (water/electricity).
- Amount of liability insurance organization is required to furnish: \$\_\_\_\_\_ (to be submitted with application.)

**NOTE: CITY OF LINDEN TO BE LISTED AS AN ADDITIONAL INSURED**

- Hold Harmless Agreement to be submitted with application.
- Special Event Check List – Review and acknowledge receipt and compliance with same. (initial by applicant)  
\_\_\_\_\_. Return one copy with application; retain copy for your records.

*Groups, organizations, or promoters of events will be held liable for damage to any streets, parking lots, sidewalks, or other public property, and must fully cooperate with all City Departments. Failure to cooperate can lead to immediate revocation of permit issued by the City of Linden. I understand that, by law and policy, alcohol and controlled substances are forbidden on public property and smoking is not allowed in any building and that abuse of this may cause eviction and loss of usage. I/We agree to and will abide by these conditions.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

(To be determined by City Administration)

Approval/Comments by:

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

Director of Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_

Certificate of Insurance Furnished: Yes/No

Copy of this approval/denial forwarded to:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

DPW \_\_\_\_\_ Date \_\_\_\_\_

Street File (if applicable) \_\_\_\_\_ Date \_\_\_\_\_



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## SPECIAL EVENT CHECKLIST

The following items need to be addressed by applicant when a Special Event is being planned within the City of Linden. Please place an "X" beside all items that are applicable to this request, indicate "N/A" beside those items that do not apply, return one copy with application, retain one copy for your records.

\_\_\_\_\_ Complete applicable application/permit form and submit to the City at least 90 days prior to event.

Include:

- Location map (drawing) of area being used showing set-up of all equipment, entrance and exit points, fencing and barricades, food and beverage booth, tents or trucks, handicap parking, entertainment locations (stage, bands, music), and any other pertinent information.
- Date(s) and Times of Event.
- Hold Harmless Agreement.
- Insurance Certificate listing City of Linden as an Additional Insured.

\_\_\_\_\_ File an Application for any additional Signage which will be requested.

\_\_\_\_\_ Food/Beverage being served? If yes, make necessary arrangements with Genesee County Health Department for Required Permits. If alcohol will be served, list location(s).

\_\_\_\_\_ Additional Trash Receptacles required? If yes, must be arranged by the applicant.

\_\_\_\_\_ Barricades required? If yes, applicant is responsible to make request for specific location. Applicant must get clearance from Linden Schools Transportation Dept. if closure is on school days and prior to 5:00 p.m.

\_\_\_\_\_ Clean-Up of area to be responsibility of the applicant.

\_\_\_\_\_ Inflammables provided? List type and location.

\_\_\_\_\_ Porta-Johns requested? If yes, applicant is responsible for receipt and return of same. Must show on map (drawing) proposed location(s). Most provide handicap accessible restroom.

\_\_\_\_\_ Parking and Shuttles provided? Please describe.

\_\_\_\_\_ Electrical Power source required? If yes, responsibility of applicant to provide.

\_\_\_\_\_ Audio Equipment required? If yes, responsibility of applicant to arrange.

**Note:** The application may require the approval of the Police Chief and/or Fire Chief. Recommended that applicant meets with police chief to discuss security/parking.

Date: \_\_\_\_\_ Sponsor/Applicant \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_



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**HOLD HARMLESS AGREEMENT**

FOR AND IN CONSIDERATION of the grant by the City of Linden to permit / allow

\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the City of Linden and all of its officers, officials and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the City of Linden and/or its officers, officials, and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the City of Linden the undersigned.

\*\* Insert information regarding what the activity is, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.).

Witnesses: (Two (2) witness signatures are required)  
(Print name beneath each signature)

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization and Title

\_\_\_\_\_  
\_\_\_\_\_

\* If the project is related to obstructing the public right of way for work on private property, the signature must be that of the subject property owner or of the contractor performing the work.

Date Approved: \_\_\_\_\_

Copy to: Applicant \_\_\_\_\_



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## **POLICY**

### **STREET CLOSURES OR WORK IN RIGHT-OF-WAY**

The following procedure will be utilized whenever an application is received for street closure or for work in the right-of-way not otherwise authorize.

1. Applicant must submit request to the City Council.
2. The City Council will set a date at which it will receive public comments on the request.
3. Applications will be referred to the City Manager for Staff input as well as comments from the Fire and Police Department. Notice will be given to property owners of City record adjacent to Street proposed for closure.
4. Applicant will include a map/description of the proposed area/event.
5. City Council will hear Staff, Citizens and Resident comments at the next Council meeting.
6. City Council will act on the application.