



Procedures for Requesting a Temporary Street Closure for Special Events

Applications for Special Events that only have proposed lane /road closures should be submitted and received by the County no less than 21 days prior to the planned event.

Any special event with direct or indirect impacts of an adjacent public or private property, for which the event is not consistent with existing zone use requirements, may also require a Temporary Use Permit process. The Temporary Use permit process requires approximately 45 days in advance to process to approval. If your unsure if your proposed special event will have this type of impact, please contact us for a Special event pre-submittal consultation, more than 45 days in advance of your event application. Call 720-874-6500

These are the steps to follow to request permission to apply for a road closure associated with a Special Event such as a neighborhood block party, a parade, a race, or filming venue, in Arapahoe County Right of Way:

1. Submittal methods -

- a. Send by email to: PWDTrafficOperations@arapahoegov.com and in the Subject Line, please include the appropriate application for event.
Example : "Block Party Request"
- b. Request and attachments can also be mailed to our office (must be received no less than 21 days prior to planned event at):
Arapahoe County Public Works and Development
6924 S. Lima St.
Centennial, CO 80112
Attn: Traffic Operations/Block Party Request
- c. Public Works Traffic Operations Program Staff can be reached at phone number: 720-874-6500 for questions regarding the application process. It remains up to the applicant to provide application information.

2. Include the following information in your application/request:

- a. Purpose and name and responsible group/applicant for the event. Example : A neighborhood block party for "Name" neighborhood sponsored by "Local Name HOA".
- b. Date of the event
- c. Proposed time the event will start and end Purpose and name and responsible group/applicant for the event. Example : A neighborhood block party for "Name" neighborhood sponsored by "Local Name HOA".
- d. Proposed times of any roadway closure or right of way use, and



- e. Exact location of event with a detailed map of the area to be closed/blocked off, with all streets named, and addresses identified.
 - f. Areas of tables/chairs/starter lines/finish lines or other event items proposed to be in right of way should be depicted on map.
 - g. Anticipated number attending/or participating in event.
 - h. The location of any public (or private) parking areas proposed to be used for the event.
 - i. Fire Protection District must be named with a contact phone number listed. This information is also available online through Arapahoe County's here- [ArapaMap](#)
 - j. Contact information for the applicant: mailing address, email address, and phone number
3. **Applicants requesting closure will also need to contact a barricade company for road rated compliant barricades. Proof must be submitted.** This can be found on Google or the Yellow Pages under Traffic Control Companies. No cardboard signs, vehicles, makeshift traffic cones, saw horses, or trash cans, etc. will be allowed as traffic control or for barricades to block off any roadway.
4. If approved, the approved permit will be emailed to the appropriate parties. This will include the applicant, and may include the Sheriff's Office, the Fire District and any other entities that will be affected by the event.
5. **There is currently no fee for processing these requests.** The Traffic Operations Division Staff may contact the applicant at any time during the review period to notify the applicant by phone and/or email.

ADDITIONAL FOR *CHERRY CREEK DAM ROAD CLOSURES:

*If the Dam or roadway is undergoing maintenance, or the roadway over the Dam is determined unavailable for any public safety concerns, the Army Corp of Engineers and/or Arapahoe County reserve the right to deny the use of the Dam Road for any event use.

- a. Arapahoe County maintains and operates Cherry Creek Dam Road on behalf of the Army Corp of Engineers. Army Corp of Engineers holds ultimate approval for permits of any road use on or around the Dam.
- b. Requests for event use/closures of Cherry Creek Dam Road will be send in request to Arapahoe County as noted in the Special event instructions. Arapahoe County will initially review request and refer on to the Army Corp of Engineers for their conditions/comments for approval.



- c. If the Army Corp of Engineers approves the application/closure dates and terms, the County will proceed with their approval process including the following requirements.
- d. Applicant must provide Certificate of Insurance naming Arapahoe County as additional insured
- e. Applicant must get any approvals from Cherry Creek State Park Officials for use of park facilities, parking or other impacts of planned event, road closures, at proposed date and times.
- f. **Applicant must coordinate traffic control on west side of Dam Road with the Greenwood Village Police Dept.(closures at Dayton and Cherry Creek Dam Road). This may be done online by going to : 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.**
- g. Applicant must coordinate for uniformed traffic control (and availability or fee) with the Arapahoe county Sheriff's Office for the East end of Dam Road (typically west of the intersection).
- h. Applicant **SHALL** set **Variable Message Boards (VMBs)** 7 days prior to the event. This VMB will be set at each end of the Cherry Creek Dam Road notifying the public of the event with dates and times of closure. **VMB** locations will be shown on a attached event route map. Applicant **SHALL** arrange to re-set VMBs as **Road Closed Ahead signs** the day of the event; locations will be shown on the attached map provided by applicant. All **VMB's** and **Signs** must be removed immediately after the event.

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