



**Tucson Police Department**  
**Specialized Response Division/ Special Events**  
 7575 E. Speedway Tucson, AZ 85710  
 (520) 791-4855 Phone  
 (520) 791-4385 Fax

**Office Use Only**

Permit # **T \_ \_ T C \_ \_ \_ \_**

Staff Initials:  Ward:

Expiration: **/ / 2 0**

# CIVIC EVENT APPLICATION

**INSTRUCTIONS:** Please complete entire application with accurate information. If you have any questions regarding the Event, please contact Special Events at 791-4855. **Fax application to both Special Events 520-791-4385 and Traffic Engineering 520-791-5526 (30) thirty days prior to event date.** Or email application to [barricade1@tucsonaz.gov](mailto:barricade1@tucsonaz.gov) and to [James.Johnston@tucsonaz.gov](mailto:James.Johnston@tucsonaz.gov) (Please note: \*\* application will need to be printed and scanned into computer prior to emailing, as PDF won't allow text to be saved in document.\*\*) Event liaison may be required to attend coordination meeting prior to event date, which will be scheduled through the Special Events office 791-4855 or Parks and Recreation 791-5909.

**Event Information:**

Event Name:

Location:   
*Please use a physical address or two intersecting streets*

Comments:

Type of Event:  Parade  Bike/Run  Block Party  Contained In Park

Other

Number of participants  Required

Is Alcohol Served during Event:  YES (Copy of Liquor License Required / Off-Duty Officers will be required)  NO

Event Date (s):  /  / **2 0** To  /  / **2 0**

Event Time:  To

Are you blocking a Meter Space or Loading Zone:  YES, then contact ParkWise #791-5071 (fees applicable)  NO

**\*\*Please Provide Special Events a copy of the Insurance Certificate listing the "City of Tucson" as Additional Insured\*\***

**Event Contact Information:**

Contact Name:  Mobile Number:

Business Address:

City:  State:  Zip Code:

Email:  Phone #:  Fax #:

Transportation Department / Traffic Engineering Division  
P.O. Box 27210 / 201 N. Stone, 5<sup>th</sup> Floor Tucson, AZ 85726-7210  
(520) 791-4259 Phone / (520) 791-5526 Fax

**Traffic Control Permit:**

**Permit Fee (\$75 per 30 consecutive days) and Plan Review Fee (\$50)**

*\*\*For events that are longer than 30 consecutive days additional fees will incur. \*\**

- |  |   |
|--|---|
| <input type="checkbox"/> Total Fees: \$125.00 (within 30 consecutive days) | <input type="checkbox"/> Total Fees: \$350.00 (within 120 consecutive days) |
| <input type="checkbox"/> Total Fees: \$200.00 (within 60 consecutive days) | <input type="checkbox"/> Total Fees: \$425.00 (within 150 consecutive days) |
| <input type="checkbox"/> Total Fees: \$275.00 (within 90 consecutive days) | <input type="checkbox"/> Total Fees: \$500.00 (within 180 consecutive days) |

Forms of payment accepted are cash, check and most major credit cards.

Please charge to the following Advanced Payment Account Number:

**B**

Check - Check made out to: City of Tucson

Check #

Date Check Mailed

Check mailed to: Traffic Engineering

P.O. Box 27210 / 201 N. Stone, 5<sup>th</sup> Floor  
Tucson, AZ 85726-7210

**Provide a Traffic Control Plan with your Civic Event application for Processions/Parades, Street Fair, Block parties or any other restrictions on City Streets or right-of-way. - *\*\*Note: Application will not be processed without Traffic Control Plan. Approval required from Traffic Engineering (791-4259)***

Barricade Co:

Phone Number:

*(Attach map of route or area and Traffic Control Plan by Certified Barricade Company)*

**Please indicate the setup and removal times when the traffic control will be erected on the City right-of-way:**

<http://dot.tucsonaz.gov/traffic/barricading.php>

Set-up Time:

Removal Time:

Complete Street Closure

Partial Street Closure

Event Details:

ADOT Permit may be required on certain streets. (For example: Aviation Highway and I10 Frontage Rd)

Please call #388-4237 for more information. *ADOT requirement: permit needs to be processed 60 days before the Event date.*

**Notifications:**

Residents/Businesses Notified

Media Release Completed for Major Impacts

School Notified – School Name:

Please refer to Event Checklist and brochure for additional information and requirements