



CITY OF LAREDO

Community Development Department Real Estate Division

TEMPORARY STREET CLOSURE PERMIT APPLICATION PROCEDURE

Ordinance 2024-O-159 established the following:

- ❖ A non-refundable application fee of **one hundred dollars (\$100.00)**.
- ❖ A non-refundable fee of **one hundred dollars (\$100.00)** per street/day (24 hours or less) for temporary street closures.
- ❖ All applications should be submitted to the Real Estate Division thirty (**30**) days before the event, if not it will incur a **one hundred dollars (\$100.00) late fee**.
- ❖ Applicant must submit a completed application identifying the following:
 - a. Address, street name, and cross streets to be temporarily closed (attach a map and/or sketch).
 - b. General information about the event including a brief description of the activities and flyer.
 - c. Applicant (name and organization and/or responsible parties involved).
 - d. Date and specific hours of event.
 - e. Date and specific hours requesting temporary closure of a street.
 - f. Written acknowledgement from all residents and businesses within a 1-block radius of the closure, regardless of whether or not they are participating in the event (see attached acknowledgement form)
- ❖ Applicant must provide event insurance certificates must be provided with the following coverage:
Proof of liability insurance of \$1,000,000 per occurrence, \$2,000,000 annual aggregate for General Liability, including premises, contractual, personal and advertising injury, product, completed operation and \$5,000 per person medical payments.

If liquor is to be sold, a “Liquor Liability” endorsed to general liability will be accepted. However, if not included, a separate liquor liability policy with \$1,000,000 per occurrence limit and \$2,000,000 annual aggregate is required.

The City of Laredo should be added as “additional named insured” with a “waiver of subrogation” on all policies.
- ❖ Applicant must provide adequate security for the event, if a security company is contracted, both a copy of the contract for services, and the company’s liability insurance and bond should be provided.
- ❖ Applicant must provide suitable sanitary facilities for the event.
- ❖ Applicant shall pay the actual cost of city-parking meter devices to be bagged around the area included in the temporary street closure (payable to the Parking Enforcement Department).
- ❖ Applicant shall pay a hundred-dollar (\$100.00) fee as a traffic control plan fee (if applicable) and the actual cost of city-contracted services for manpower, barricades, signs, and devices to be used for

redirecting traffic around the area included in the temporary street closure (payable to the Traffic Department).

- ❖ The Real Estate personnel will route the request to the following departments: Risk, Fire, Police, Traffic, Building and Utilities Department. Department directors or assigned personnel will evaluate the feasibility of the temporary closure, and the subsequent impact on traffic.
- ❖ Upon receipt of approvals from the departments, and confirmation of the feasibility, Real Estate personnel will recommend approval of application to City Manager.
- ❖ Upon approval of the application a permit will be issued and the applicant will be contacted by the Real Estate personnel to coordinate permit pick-up.
- ❖ **An approved Temporary Street Closure Permit does not imply approval of activities that require other permits, established by Ordinance. Separate permits for specific activities will still be required.**

Requests may be sent via email @ mealcala@ci.laredo.tx.us or in person at:

**Community Development Department
Real Estate Division
1301 Farragut St., 3rd Floor
Laredo, Texas 78042**