



PROCESS FOR STREET / PARKING LANE OR LOT CLOSURE FOR EVENTS BEING HELD ON CITY RIGHT-OF-WAY

1. Provide a written request to the Chief of Police that contains the below information. (Requests can be mailed or dropped off in person at 101 South Water Street, West, or emailed to abump@fortpd.com.)
 - a. Name of Requestor/group.
 - b. Date(s) and times of event.
 - c. Type of event being requested.
 - d. Estimated number of attendees.
 - e. Streets / parking areas / location that will be affected by the request. A drawing of the layout and proposed locations that street closure signs / barricades will be placed.
 - f. If there will be any noise pollution involved with the event (band, disc jockey, etc.).
2. After speaking with the Police Chief regarding the event, you will need to submit a letter and drawing to the City Manager at 101 North Main Street, Fort Atkinson, WI, 53538. The letter should include the same information as listed above.
3. The request letter also needs to have the signatures of at least 75% of those properties affected by the closure. The reasoning for this is so that the City knows that the properties affected by the closure are aware there may be a delay in getting emergency service equipment to the location due to the closure.
4. Once the letter and drawing are received by the City Manager, he will forward it to the various City Department Heads for their review prior to submitting it to the City Council. It is required that the Department Heads have at least three weeks to review the request.
5. The City Council will then do the final review of the request at their next regularly scheduled meeting. The City Council meets on the first and third Tuesdays of each month.
6. If approved, the requestor must provide a Certification of Liability Insurance naming the City of Fort Atkinson as an additional insured covering the event when there are more than 100 participants anticipated to be in attendance.

If you have any questions regarding this process, please call the City Manager's Office at 920-563-7760 or email icarl@fortatkinsonwi.net.