



Town of Fuquay-Varina
134 N. Main Street,
Fuquay-Varina, NC 27526
Phone (919) 753-1040
Phone (919) 753-1872
www.fuquay-varina.org

APPLICATION FOR SPECIAL EVENT PERMIT
TEMPORARY ROAD CLOSURE ADDENDUM

To be completed only in addition to Special Event Permit Application

- Temporary Road Closures require Town Board Approval and may add extra time to the application process. Please allow 60 days to process the application.
Fees must be paid prior to processing.
Incomplete applications will delay or prevent processing.
Event requesting temporary road closures require pre-submittal meeting with events personnel.

APPLICATION DATE: \_\_\_\_\_

EVENT INFORMATION

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

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

- Event Type: [ ] Outdoor Market [ ] Fair/Festival [ ] Sports/Recreation
[ ] Race/Walk [ ] Private Function [ ] Concert/Performance
[ ] Parade/March [ ] Food Truck Rodeo [ ] Other: \_\_\_\_\_

TEMPORARY ROAD CLOSURE & TRAFFIC PLAN

Roads requested for temporary closure and specific road closure times:

Road: \_\_\_\_\_ Time(s): \_\_\_\_\_
Road: \_\_\_\_\_ Time(s): \_\_\_\_\_
Road: \_\_\_\_\_ Time(s): \_\_\_\_\_
Road: \_\_\_\_\_ Time(s): \_\_\_\_\_
Road: \_\_\_\_\_ Time(s): \_\_\_\_\_

# **APPLICATION FOR SPECIAL EVENT PERMIT TEMPORARY ROAD CLOSURE ADDENDUM**

**DISCLOSURE**

- **Event Notification & Communication** – Event sponsor (applicant) will be responsible for contacting all individuals, residents and businesses who will be impacted by the event's temporary road closure(s). The Town Of Fuquay-Varina requires an event sponsor to provide written notice certifying that all adjacent business owners of the public street(s) subject to closure in relation to the planned event have been notified to the temporary road closure(s).

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**AFFIDAVIT OF APPLICANT**

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Fuquay-Varina as they pertain to the requested usage. The Permit, if granted is not transferable and is revocable at any time at the absolute discretion of the Town of Fuquay-Varina's Town Manager's Office (or designee). My signature below indicates agreement with any inspection by any Town staff member. All programs and facilities of the Town of Fuquay-Varina are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant