Seattle Department of Transportation

sdot

CAM

Client Assistance Memo

2504

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Festival Streets

A Festival Street is a portion of public right-of-way that has been designated by the Department of Transportation for recurring temporary closure to vehicle traffic use for the purpose of pedestrian-oriented special activities. Activities may include music or dance performances, art shows or displays, games or other community events and celebrations.

Festival Streets are intended for scheduled community building and pedestrian-oriented street activity.

The Festival Street permit is a Street Use permit intended for community groups, businesses, or individuals that would like to plan one or more closures of a designated festival street on a pre-approved schedule and for pre-approved activities throughout the year. By requiring only one application and fee payment per year, this permit encourages neighborhoods to make frequent use of these public places. There are some activities that would not qualify for a Festival Street permit. These include: any activity or event that meets the threshold for a Special Event permit, anticipated attendance of more than 300 people, or vending of any kind.

Festival Street Designation
Festival Street designation proposals may be submitted to the SDOT Director's Office for consideration only after approval by the applicable Neighborhood District Council. The designation process requirements including notification of adjacent property owners and is further detailed in SDOT Director's Rule 2   -2011.

The Street Use Festival Street Permit
Only streets that are designated as a Festival Street by the SDOT Director are eligible for a Street Use Festival Street permit. Other types of Street Use permits may be available to close a street for a special activity in a street that has not been officially designated a festival street.

To apply for a Street Use Festival Street permit, fill out the permit application found at: http://www.seattle.gov/transportation/docs/AnnualPermitApp.pdf
and provide the following information:
1. Traffic Control Plan:
   a. Identifiying location of 'Street Closed' signs as required by the Traffic Contorl Manual for In-Street Work; and
   b. Full schedule of days and times of street closure
2. (For example, every Tuesday and Thursday, 4 PM to 7PM, from May 1, 2010 to September 1, 2010) Site Plan:
   a. Location and dimensions of any proposed installations in the sidewalk or roadway (for example, stage, canopies, tables, chairs, etc.) and the dimensions from the existing amenities (for example, fire hydrants, tree pits, utility poles, etc);
   b. Location of 20 foot fire lane;
   c. Location of 6 foot pedestrian zone; and
   d. Location of building exits and entrances.

3. List the types of activities that are proposed for each closure and the estimated number of people you expect to attend.
4. Insurance documentation with a minimum liability of $1,000,000 and the City as an additional insured. See Client Assistance Memo 2102 for more information.
5. Field Review Deposit

www.seattle.gov/transportation

Permit holders are responsible for providing the following:

1. Appropriate traffic control signage. according to Chapter VIII, "Detours and Street Closures" in the Seattle Traffic Control Manual: (http://www.seattle.gov/transportation/trafficcontrolmanual.htm);
2. If bollards are located at the Festival Street, someone on-site with the keys to the bollards at all times during the street closure event;
3. Advanced notice for closure of any on-street parking or obtaining SDOT Traffic Meter hooding permits, if paid parking is present;
4. Ensuring cleanup of the festival street and surrounding vicinity following a street closure event; and
5. Ensuring that all activities conform to the Street Use Festival Street permit conditions.

Frequently Asked Questions:

I am interested in making food available. Is this permitted?
This permit, by itself, does not allow for food vending. Depending on the nature of the vending, other Street Use permits may need to be obtained. See Client Assistance Memo 2501 for more information.

I would like to schedule another closure that was not included with our initial permit. Can I do this?
Unfortunately, no. This requires reviewing and issuing a new Street Use permit.
Street Use Special Activities permits may be obtained for single events. Please see Client Assistance Memo 2500 for more information.

Are there limits to the kinds of activities I can hold under the conditions of this permit?
Yes. This permit is intended for smaller neighborhood gatherings. Large gatherings, activities that may impact neighbors, activities that involve vending, and gatherings requiring additional city services such as police or fire presence may require a Special Events permit or a different type of Street Use permit for Special Activities or Farmer's Markets. Please consult the Seattle Special Events Office for more information:
http://www.seattle.gov/specialevents/default.htm

We scheduled an event that we no longer intend to hold. Do I still need to close the street?
No, however groups are requested to notify SDOT ten (10) days in advance of cancellation.

To submit your application:
Mail:

SDOT – Street Use Division, Attn: Annual Permits P.O. Box # 34996 Seattle, WA 98124-4996

Fax: Attn: Annual Permits (206) 684-5347

Email: AnnualPermits@Seattle.gov

If you have questions,

Email: AnnualPermits@Seattle.gov or call: (206) 684-5267

Useful links
SDOT Directors Rule 2-2011
http://www.seattle.gov/transportation/docs/DirectorsRule2-2011.pdf
Client Assistance Memo 2102
http://www.seattle.gov/transportation/cams/cam2102.pdf
Client Assistance Memo 2501
http://www.seattle.gov/transportation/cams/cam2501.pdf
Client Assistance Memo 2500
http://www.cityofseattle.net/transportation/cams/cam2500.pdf

This bulletin is for general information. Chapter 15.04 of the Seattle Municipal Code, Use and Occupation Permits, establishes the requirements for Street Use Permits.