

CITY OF DUBUQUE SPECIAL EVENTS APPLICATION – REQUIREMENTS FOR EVENTS WITH STREET CLOSURES

Events on public rights-of-way (sidewalks and streets) can significantly impact nearby properties, businesses, and the community by disrupting traffic. To manage these impacts and ensure safety, the city requires compliance with specific guidelines for events involving street closures. Please review the entire packet to understand all requirements. These requirements are in addition to those in the Special Event Application booklet, which must also be followed if they apply to your event.

General Requirements

Advanced Planning

- As soon as you know where your street closure might occur, contact the Traffic Control Division at 563-589-4270 before finalizing plans and submitting your event application. This helps you find out if the closure can be approved and gives you time to plan alternatives if it isn't.

Notification Requirements

- Notify all property owners, businesses, and residents within or directly next to the event area about your planned event.
This includes anyone affected by street closures, restricted access, or traffic changes.
- Use the notification template provided in this packet (optional), but make sure your notice includes all required details.
- Send two notifications:
 1. First notice: At least 14 days before the event
 2. Second notice: At least 2 days before the event

Communication & Follow-Up

- Record the contact details and concerns of anyone who raises issues about the event. Share this information with the City Clerk's Office.
- Work with affected residents and businesses to address and resolve concerns as best as possible.

Traffic Control

- Rent the required temporary traffic control devices for your event **at least 14 days before the event**.

Additional Requirements

- Meet all local, state, and federal requirements, including those in the Special Event Permit Application Booklet.
- City staff may require a pre-event meeting to review requirements and logistics. The City Clerk's Office will notify you if this is needed.
- Parades must follow the *Conducting a Parade* guidelines and all other requirements in this packet.

Prohibited Street Closures for Special Events

Special events may not be held on the following streets:

- 3rd Street from Bluff St. through Bell St..
- All State and Federal roads.
- All overpasses.
- All designated truck routes.
- All high-volume streets and roads or Arterial roads, including but not limited to:
 - Central Ave.
 - White St.
 - University Ave./9th St.
 - 16th St.
 - John F. Kennedy (JFK) Rd.
 - Pennsylvania Ave.
 - NW and SW Arterials
 - Loras Blvd./14th St.
 - Asbury Rd.
 - Kaufmann Ave.
 - Hillcrest Rd. from Asbury Rd. to Key Way Dr.

The City of Dubuque reserves the right to prohibit other street closures on a case-by-case basis.

Temporary Traffic Control Devices

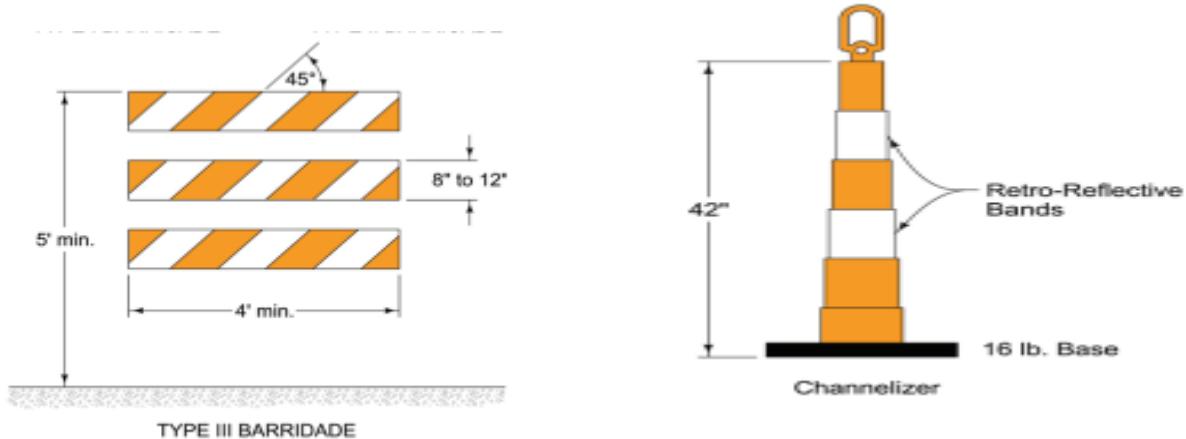
It is the responsibility of the event organizer and at the organizers' expense to obtain the required temporary traffic control devices, such as barricades, cones and signage for the event. Your event site plan must include where traffic control devices will be placed. City staff will review your plan and provide additional traffic control requirements specific to your event if necessary. **The organizer must arrange the correct devices through a traffic control company at least 14 days before the event.** City staff will review your order to confirm it meets all requirements. Devices must meet Iowa Department of Transportation's specifications.

[**IOWA DOT TEMPORARY TRAFFIC CONTROL HANDBOOK**](#) is a good reference for items needed for different closures. See below and Page 37 of this handbook for full road closure information.

Barricade Requirements for Full Road Closures

- **Type III Barricades are required for all full road closures.**
- **One Type III Barricade = One travel lane.**
 - For a full road closure, **minimum of 2 barricades are needed per each side of the street.**
- **Signage Requirement:**
 - At least **one barricade must display a “Road Closed” (R11-2) sign.**

Channelizer/Cone (Optional) – normally used in lane closures or diverting people or traffic away from the area.



When a street is closed for a special event, barricades need to be placed so no motor vehicles can drive around and through the site. These sites should be checked regularly during the event to ensure barricades and signs are in place. If possible, the area should be attended, especially if the closed street is occupied by pedestrians.

Additional vehicle mitigation devices may be required to reduce the risk of a vehicle entering the event space at dangerous speeds. This may include, but is not limited to, modular vehicle barriers, jersey barriers, or traffic bollards. Vehicle mitigation plans shall be approved by the Dubuque Police Department and the Dubuque Fire Department to ensure safety and area access for emergency vehicles. It is the responsibility of the event organizer and at the organizers' expense to obtain the required vehicle mitigation devices.

All temporary traffic control devices will need to be removed immediately after the event.

Standard Barricade Layout for Full Road Closures

Road closures must include advance warning signs, like a 'Road Closed Ahead' sign. See Table 6 for spacing requirements for advance warning signs from the closure.

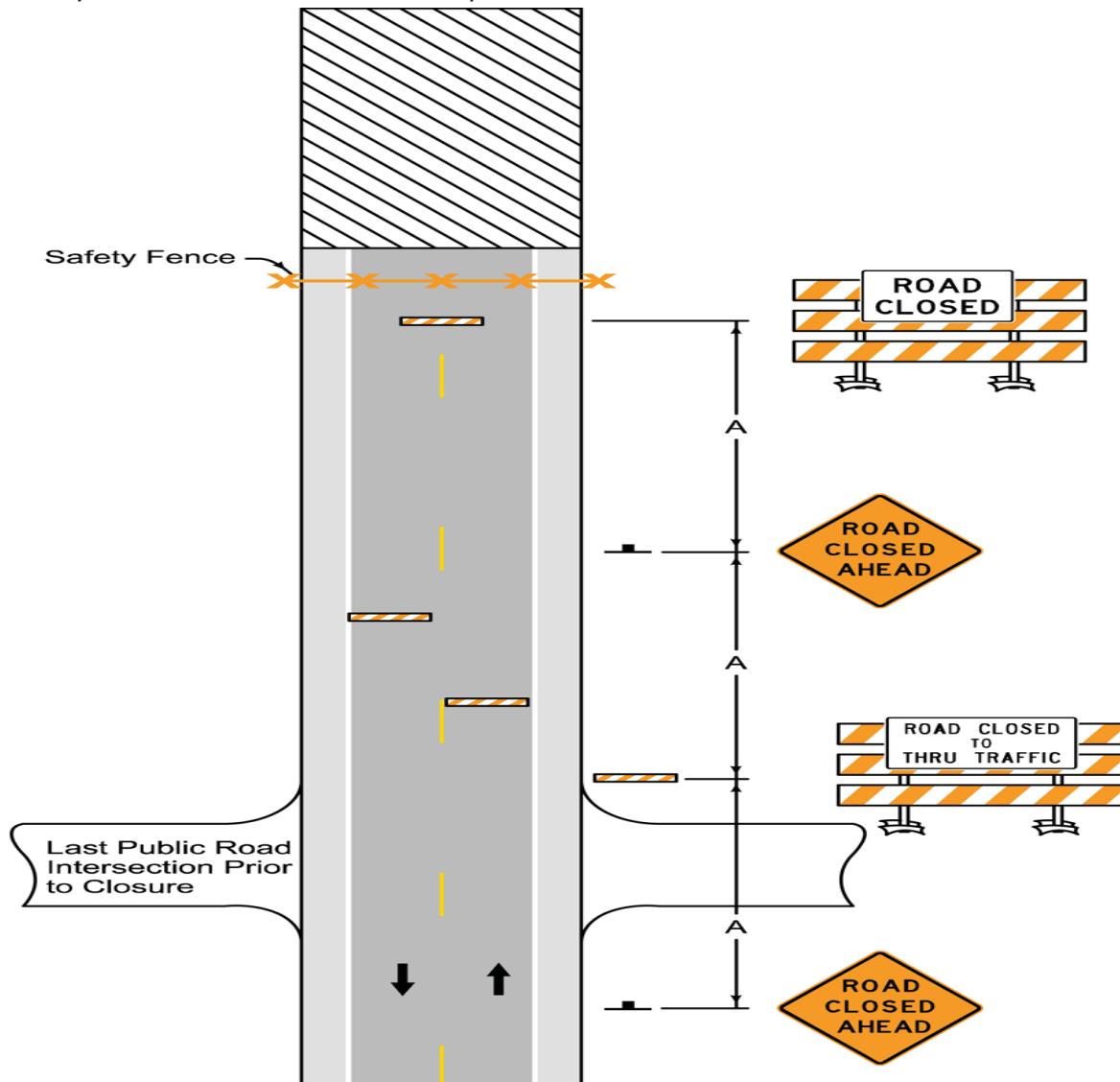
Table 6: Sign Spacing and Buffer Length		
Speed Limit (mph)	Sign Spacing (A) (ft)	Buffer Space (ft)
25	100	0 - 200
35	250	0 - 200
45	350	0 - 400
55	500	600

After the last public intersection before the closure, add staggered Type III barricades across the roadway. Place a Type III barricade in the center of each traffic lane (2 total for a full road closure) leading to the event so it's visible from both directions.

Additional advanced warning signage may include: detour signage and detour routing based on the location of the closure and need to reroute traffic.

Additional vehicle mitigation devices may be required to reduce the risk of a vehicle entering the event space at dangerous speeds. This may include, but is not limited to, modular vehicle barriers, jersey barriers, or traffic bollards (listed in the below image as "Safety Fence").

The following image is a general guideline for full road closures. The specifics for your event will depend on the location and scope.



Traffic/Parking Management Control

Traffic and parking should be utilized in an unobstructed and non-disruptive manner. Fire lanes or clear traffic aisles must be designated to ensure unimpeded access for emergency vehicles throughout the event area. These areas must be clearly marked or listed on the site plan.

Traffic and Parking Management prior to and during the event are the responsibility of the event organizer. There is no guarantee of city staff availability for traffic and parking management. Event organizers must utilize event staff to fulfill any traffic and parking management control duties, such as parking attendants and directing traffic during events.

If parking attendants or traffic managers are needed, they must be equipped with vests, hats, flashlights, and other necessary items to enhance their visibility and ensure the safe execution of their duties.

If you need to reserve parking spaces for your event, please contact the Transportation Services Department at 563-589-4266. Please note that fees apply.

UPCOMING STREET CLOSURE NOTICE

ATTENTION BUSINESS & PROPERTY OWNERS,

A special event is scheduled that will affect your property. Please note the following street closure details.

Event Name:

Event Date:

Type of Event:

Street(s) Affected:

Closure Date and Start Time:

Reopening Date and Time:

Important Information

- Access will be limited during the closure.
- Please plan accordingly to manage parking, building access, and deliveries.

If you have any questions or concerns, please contact:

Event Organizer:

Phone:

Email:

Thank you for your understanding and cooperation.

Conducting a Parade

Parades are required to follow the City of Dubuque Parade Route, which is included on the following page. Any exceptions, including utilizing the Chaplain Schmitt Island Parade Route, require approval by the City. Contact the City Clerk's Office at 563.589.4100 with any questions.

Reserving parking spaces are required for parades along the Parade Route.

Block Monitors

Each parade organizer needs to provide Block Monitors who are responsible for seeing that parade spectators stay out of the traveled portion of the street during the parade. **It is strongly recommended that there be two block monitors per block.** At a minimum, there should be one block monitor per block, including the staging area.

Event organizers must submit the total number of block monitors at least 14 days before the event to the City Clerk's Office.

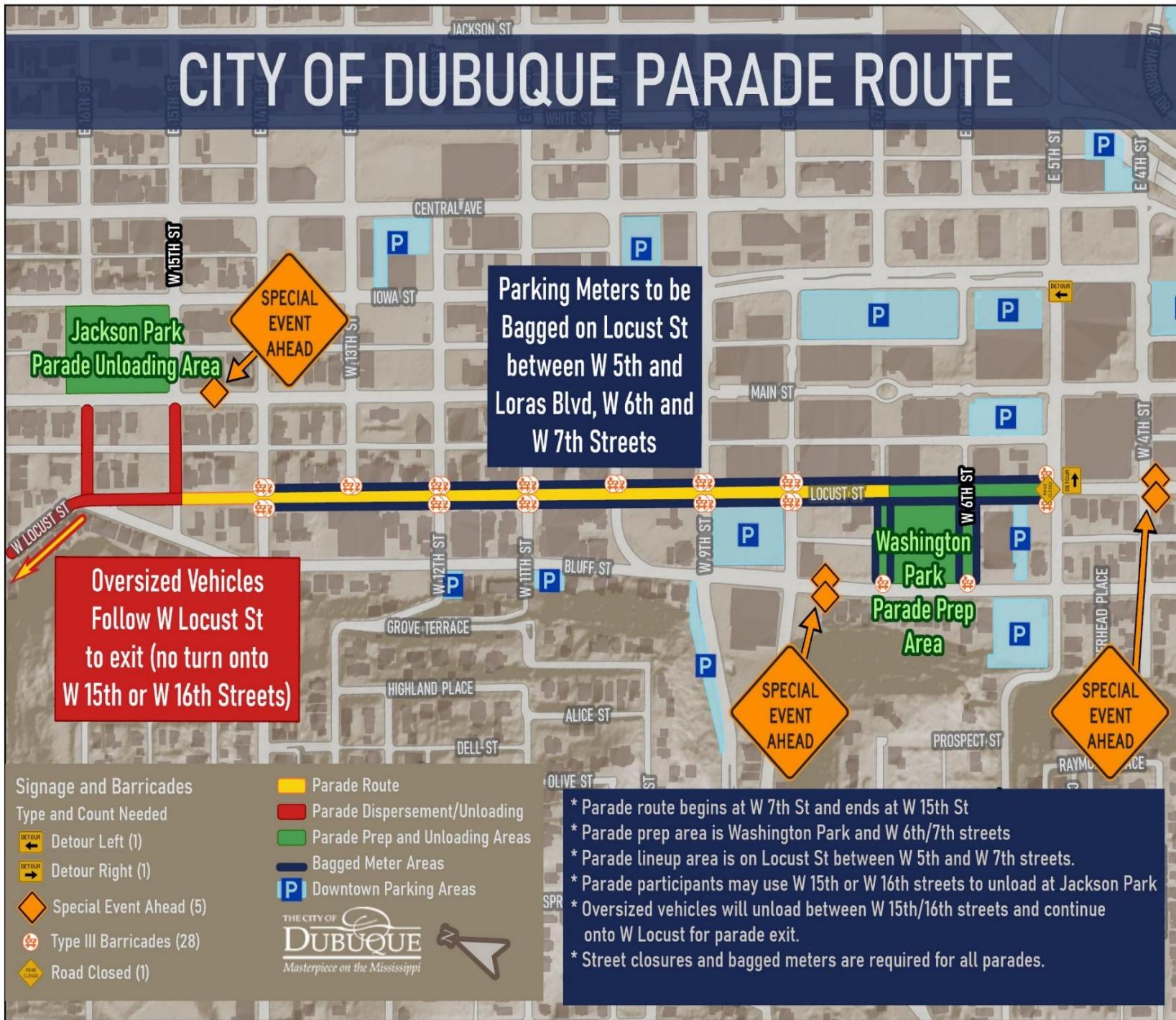
Event organizers, and potentially block monitors, may need to meet with City staff before the parade to review logistics. City staff will let you know if this meeting is required for your event.

Block Monitor Responsibilities:

- Wearing a high visibility reflective vest so that they are easily identifiable.
- Reporting to his/her assigned block at least five minutes prior to the beginning of the parade.
- Ensuring the parade spectators stay on the sidewalk and out of the traveled portion of the street.
- Reporting any inappropriate behavior by parade participants or parade spectators to the Police Department's Non-Emergency Dispatch line (563-589-4415) or directly to police personnel assigned to the event. 911 should be used to report all emergencies.
- Reporting unsafe conditions such as barricades that have been moved out of place, intersections that have no traffic control (barricades or emergency vehicles), hazards in the roadway, or suspicious unattended objects to the Police Department's Non-Emergency Dispatch line (563-589-4415) or directly to police personnel assigned to the event. 911 should be used to report all emergencies.

Distribution of Candy

- Each parade entrant should designate who is to distribute candy along the parade route.
- The designated parade participants should walk along the curb line of the parade route and hand candy directly to spectators.
- **NO CANDY IS TO BE TOSSED TOWARD THE LINE OF SPECTATORS.** Any parade participant observed not complying with this policy shall be asked to leave the parade line-up.



CHAPLAIN SCHMITT ISLAND PARADE ROUTE



The following checklist is provided as a guide to help ensure compliance with all street closure requirements.

Street Closure Checklist	Timeframe
Submit Special Event Application	Minimum 30 days before event
First notification to impacted businesses and property owners	Minimum 14 days before event
Notify the City Clerk's Office of the initial notification date to impacted properties and provide any concerns raised	As soon as comments are received
Rent required traffic control devices and confirm City Clerk's Office has proof of rental	Minimum 14 days before event
If conducting a parade, submit number of block monitors to the City Clerk's Office	Minimum 14 days before event
Reserve parking spaces	Minimum 14 days before event
Reminder notification to impacted businesses and property owners	Minimum 2 days before event
Notify the City Clerk's Office of the reminder notification date to impacted properties and provide any concerns raised	As soon as comments are received
Place bags on parking meters	24 hours in advance of event