

CITY OF SEYMOUR
ORDINANCE 2025-107

REPEAL AND RECREATE SECTION 62-5-**Street Use Permits**

THE CITY COUNCIL OF THE CITY OF SEYMOUR DO ORDAIN THAT SECTION 62-5 BE REPEALED AND RECREATED

Section 62-5 Street Use Permit to read as follows:

Sec. 62-5. Street Use Permits.

- (a) *Purpose.* The streets in possession of the city are primarily for the use of the public in the ordinary way. However, under proper circumstances, the Common Council may grant a permit for street use, subject to reasonable municipal regulation and control. Therefore, this Chapter is enacted to regulate and control the use of streets pursuant to a street use permit to the end that the health, safety and general welfare of the public and the good order of the city can be protected and maintained.
- (b) *Street Use Classification:* The city reserves the right to make a final determination of a street use classification. Street use includes but is not limited to the following characteristics:
- 1) Attendance
 - (a) Closed to the general public with participation by members or invitees only and may require street closure (i.e., block parties, etc.)
 - (b) Open to spectators with event participation requiring registration (i.e., runners, walkers, etc.) and involves 1 (one) or more street closures
 - (c) Open to the general public and involves 1 (one) or more street closures
- (c) A street use permit shall be obtained from the Common Council for parades, run/walk events, special block closures or for any event not within the normal and ordinary use of the street system that may interfere with or differ from the normal and ordinary use thereof
- (d) *Application.* A written application for a street use permit by persons or groups desiring the same shall be made on a form provided by the City Clerk/Treasurer and shall be filed with the City Clerk/Treasurer at least ninety (90) days prior to the event. The application shall set forth the following information regarding the proposed street use:
- (1) The name, address and telephone number of the applicant or applicants.
 - (2) If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible head of such organization.
 - (3) The name, address and telephone number of the person or persons who will be responsible for conducting the proposed use of the street.
 - (4) The date and duration of time for which the requested use of the street is proposed to occur.
 - (5) An accurate description of that portion of the street proposed to be used.
 - (6) The approximate number of persons for whom use of the proposed street area is requested.
 - (7) The proposed use, described in detail, for which the street use permit is requested.
- (e) *Review of Chief of Police, Fire Chief and Director of Public Works or his designee.* Before any application for a street use permit is considered by the Committee of the Whole, the application shall be reviewed by the Director of Public Works or his designee, Chief of Police and Fire Chief for their recommendation as to the

affect that the temporary closing of the street will have on the public safety and traffic movement in the area during the time the street may be closed. The Committee of the Whole will then make a recommendation to the Common Council.

- (1) Exception: For repeat events, it shall not be necessary for the Common Council to approve the Street Use Permit. Rather, approval shall be made by the Director of Public Works, Police Chief and Fire Chief unanimously subject to any changes in fees or policies of the city.
- (f) *Representative at Meeting.* The person or representative of the group making application for a street use permit shall be present when the Committee of the Whole and/or Common Council gives consideration to the granting of said street use permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit shall be granted.
- (g) *Mandatory Denial of Street Use Permit.* An application for a street use permit shall be denied if:
 - (1) The proposed street use would violate any federal or state law or any Ordinance of the City;
 - (2) The proposed street use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property;
 - (3) The application for a Street Use Permit does not contain the information required above;
 - (4) The proposed use could equally be held in a public park or other location. In addition to the requirement that the application for a Street Use Permit shall be denied, as hereinabove set forth, the Common Council may deny a permit for any other reason or reasons if it concludes that the health, safety and general welfare of the public cannot adequately be protected and maintained if the permit is granted.
- (h) *Permit Fee.* Street Use permit fees shall be set by resolution of the common council. All fees shall be paid to the City Clerk-Treasurer, who shall give a receipt therefor.
- (i) *Consent to the Issuance of Street Use Permit.* In addition to the fee required by the previous Subsection, each application for a street use permit, except for parades or races sponsored by civic, youth or scout organizations which have been in existence for at least six (6) months, shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition to be signed by not less than seventy-five (75) percent of the residents over eighteen (18) years of age residing along that portion of the street designated for the proposed use. Said petition shall be verified and shall be submitted in substantially the following form:

Petition for Street Use Permit

We, the undersigned residents of _____ hundred block of _____ Street in the City of Seymour, hereby consent to the recreational or business use of this street between the hours of _____ and _____ on _____, the ___ day of _____ and do hereby consent to the City of Seymour to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Seymour shall attach to the granting of the requested Street Use Permit. The Permittee hereby agrees to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate _____ as the person responsible or persons who shall apply for an application for a Street Use Permit.

- (j) *City Services.* All requests by applicants for city services must be made at the time of application. The applicant shall be responsible for equipment rental fees or material costs incurred by the city for the sole purpose of applicant's event. The applicant may be responsible for reimbursement to the city for any personnel provided for the event as determined by the Common Council. Reimbursable costs shall be calculated to include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant within

fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The city reserves the right to require full or partial payment of estimated costs in advance.

- (k) The event sponsor shall provide sufficient staffing to provide assistance with crowd control, parking, and street closures. A determination as to these needs will be made by the departments as part of the review process.
- (l) *Insurance.* The applicant for a street use permit may be required to indemnify, defend and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant shall either be required to furnish a certificate of comprehensive general liability insurance with the City of Seymour or a surety bond prior to being granted the permit. The City of Seymour may waive the insurance or bond requirement.
- (m) *Termination of a Street Use Permit.* A street use permit for an event in progress may be terminated by the Police Department if the health, safety and welfare of the public appears to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or ordinances of the City of Seymour. The Chief of Police has the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit.

Adopted this 15th day of December 2025

Published: January 2, 2026

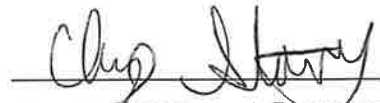
Effective: January 3, 2026

CITY OF SEYMOUR



Mary Greuel, Mayor

ATTEST:



Christy Stover, Clerk-Treasurer