



PARKING AND TRAFFIC CONTROL PLANNING FORM



Parking and Traffic Control Plan Requirements:

1. Each applicant shall arrange for adequate parking and traffic control at the event and submit both a map and a written description as part of the application to be titled the "Parking and Traffic Control Concept Plan" describing what special arrangements, if any, have been made for parking and traffic control for the proposed event.
2. Said plan shall include, but not be limited to, identifying the method and location of any barricade, fence, enclosure, or traffic control support device used to regulate the safe and orderly movement of traffic on the surrounding road network; and, identifying ingress and egress route(s) for pedestrian and emergency vehicle access.
3. The review process requires that a City of Tampa Transportation official review and determine the extent to which the proposed parking and traffic control plan meets the needs of the event and provides for parking and the orderly ingress and egress of traffic to and from the event area, which shall include the review and adequate use of primary and secondary available road networks. This determination shall be based upon the number of spectators and participants as well as the size, location, duration and nature of the event.
4. The City of Tampa Transportation official shall determine the extent to which the proposed parking and traffic control plan meets the needs of the event and provides for parking and the orderly ingress and egress of traffic to and from the event area, which shall include the review and adequate use of primary and secondary available road networks. This determination shall be based upon the number of spectators and participants as well as the size, location, duration and nature of the event.
5. If the City of Tampa Transportation official deems modifications to the parking and traffic control plan for the special event are necessary, the applicant for the special event permit shall be so informed and the "Parking and Traffic Control Plan" shall be modified as directed by the City of Tampa Transportation official.
6. The applicant shall have the duty to provide such adequate parking and traffic control plans and equipment as are deemed necessary pursuant to the approved Parking and Traffic Control Plan at the sole expense of the applicant.

The map mentioned in item 1 must identify the method, type or material, and location of the following items:

- Barricades, Fencing, Enclosures, and Parking Meters
- In addition, it must identify ingress and egress route(s) for pedestrian and emergency access
- And must demonstrate the location and types of Traffic Control Support Devices (e.g., signs, variable message boards, etc.) needed to regulate the safe and orderly movement of traffic on the surrounding road network.

EVENT INFORMATION

1. Event Name:

2. Event Date:

3. Street Closure Date(s)/Time(s):

4. Event Hours of Operation Date(s)/Time(s):

5. Anticipated Attendance:

6. Event Classification(s) (Procession, Block Party, Road Festival, etc.):

7. Name of Organization Requesting the street closure(s):

8. Primary Contact Person's Name:

9. Primary Contact's Daytime Phone Number (include area code):

10. Primary Contact's Cell Phone Number (include area code):

11. Primary Contact's Email Address:

12. Please attach your written description of your CONCEPT Traffic Control Parking Plan and Label it ITEM TCP-#9

13. Please attach your map that demonstrates your CONCEPT Traffic Control Parking Plan and Label it ITEM TCP-#10.

TCP 2 of 2 Incomplete, illegible, and/or unsigned applications will NOT be accepted and will delay processing.