

CITY OF AUSTIN - AUSTIN CENTER FOR EVENTS
RESEARCH: Notification for Street Event Closures

City	What is the notification process?	Deadline to send notifications to affected persons prior to event date?	Notification costs charged by City?	Appeals process for affected persons?
Austin, TX	Event organizer must issue a Notice of Proposed Closure (NOPC) to all affected persons and neighborhood associations. City creates notification list for affected persons, event organizer mails NOPC 90 days prior to street event. Affected persons and neighborhood associations have until the 60th day before the event date to return the approval or disapproval form. No response is considered approval.	90 Days	No	Yes. If 20% or more of affected persons, or one neighborhood association disapproves of event, then event organizer and affected persons and/or neighborhood associations in disapproval discuss at Urban Transportation Commission meeting. Urban Transportation Commission provides recommendation for City Council. City Council determines approval or denial of event.
Atlanta, GA	Event organizers notify depending on event type. Outdoor festivals: Event organizers must notify Neighborhood Planning Unit (elected volunteer group of residents) and council person in their unit by email. Event organizer must present to NPU. Assemblies/Large Gatherings: Event organizers notify affected residents and businesses by email.	15 days for outdoor festivals	No	No. Affected persons can express their concerns but cannot affect the approval process. City acts as a negotiator.
Dallas, TX	If the event has over 500 people, event organizers must deliver a written notice to all owners or occupants of real property abutting the boundaries of the special event area.	30 days	No	No. Affected persons cannot approve or deny; they can only contact the City to express any concerns. City acts as a negotiator.
Fort Worth, TX	Event organizers must send notice of the event at least 120 days prior to the event to registered neighborhood associations, churches and schools within ¼ mile surrounding the event and property owners along the block faces of the events. A second notice must be sent at least 30 days prior to the event. Notification may be mailed, emailed, hand-delivered, signs posted on private property, or published in a local section of a newspaper.	1st Notice: 120 days 2nd Notice: 30 days	No	Yes. Event organizer must receive a minimum of 51% approval from affected residents. Business and property owners have no official denial process of outdoor public events, but event must maintain access for affected businesses. City acts as a negotiator.
Nashville, TN	Event organizers notify through mail, door hangers, or hand-delivering at least 30-14 days prior to event.	30-14 days	No	No. Affected persons can express their concerns but cannot affect the approval process. City acts as a negotiator.
New Orleans, LA	Event organizers notify depending on event type. Block Party: Event organizers must receive approvals from residents and businesses abutting closure. Parades: There are permanent sign posts along annual parade routes, and the permanent signs are considered notification. Races: Event organizers may notify with door-hangers or postcards.	No hard deadline; Approx. 30-10 days	No	No. Block party organizers must receive approval from affected persons; one disapproval can deny entire event (rarely occurs). City acts as a negotiator.
Philadelphia, PA	Event organizer discusses event with City staff, and City staff releases media advisory and posts on City website. Event organizers are responsible to speak to media.	No hard deadline; Approx. 5 business days for greater impact events	No	Yes. Static street festival organizers must receive affected persons approval if event is not sponsored by community organization or a business improvement districts.
Portland, OR	Event organizers must notify affected residents and businesses at least 14 days prior to the event.	14 days	No	Yes. Events requesting street closure for more than 4 hours must receive signatures from residents and businesses. City acts as a negotiator.
San Antonio, TX	Event organizers must deliver a written notice to affected residents, businesses, places or worship and schools. Notification can be hand-delivered or mailed.	30 days	No	Yes. Depending on location, event organizer must receive approval from businesses and/or neighborhood associations.

<p>Tampa, FL</p>	<p>Event organizers must notify affected persons at a stakeholder meeting. Affected persons can view notices on Special Event Office's bulletin board. In Central Business District or Historic District, event organizers may notify through neighborhood associations. Event organizer sends a media traffic advisory for Tampa's largest marathon.</p>	<p>No hard deadline; Approx. 30 days</p>	<p>No</p>	<p>No. City Council and City staff act as a negotiator.</p>
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