



VILLAGE OF PINCKNEY

Village of Pinckney – Special Event Street Closure Request Form

Submit completed form at least 60 days prior to event date.

Email or deliver to:

Village Manager / Village Clerk

220 S. Howell Street, Pinckney, MI 48169

Phone: (734) 878-6206 | Email: president@villageofpinckney.org

clerk@villageofpinckney.org police@villageofpinckney.org

SECTION 1: EVENT INFORMATION

Event Name: _____

Event Director Name/Organization:

Contact Person: _____

Phone: _____

Email: _____

SECTION 2: EVENT DETAILS

Event Date(s): _____

Street Closure Start Time (including setup):

Street Closure End Time (including teardown):

Estimated Attendance:

SECTION 3: REQUESTED STREET CLOSURES

Please list each street and block segment (e.g., "Main St from Mill to Howell") and include the exact dates and times of requested closure:



REQUESTED STREET CLOSURES

1. Street: _____

a. Date: _____ Time: _____

b. Date: _____ Time: _____

c. Date: _____ Time: _____

d. Date: _____ Time: _____

2. Street: _____

a. Date: _____ Time: _____

b. Date: _____ Time: _____

c. Date: _____ Time: _____

d. Date: _____ Time: _____

3. Street: _____

a. Date: _____ Time: _____

b. Date: _____ Time: _____

c. Date: _____ Time: _____

d. Date: _____ Time: _____

4. Street: _____

a. Date: _____ Time: _____

b. Date: _____ Time: _____

c. Date: _____ Time: _____

d. Date: _____ Time: _____



SECTION 4: EVENT LAYOUT

- Specific areas of Town Square Park and surrounding streets you plan to use (e.g., lawn area, stage location, vendor booths, etc.)
- Proposed street closure areas (by street name and block segment)
- Proposed barricade locations
- Planned emergency access lanes and detour routes.
- Any anticipated parking zones for attendees or vendors

Note: Final determination of barricade placement, emergency access, detours, and parking will be made by the Department of Public Works (DPW) and Village Police based on safety and traffic control standards.

SECTION 5: ADDITIONAL REQUIREMENTS

- An approved Event Application from both Putnam Township and the Village of Pinckney must be completed and submitted.
- A Special Event Service Fee will be assessed to cover Department of Public Works (DPW) services, including barricade placement, and Village Police Department traffic control and public safety support. The amount will be determined based on the size and scope of the event and must be paid in full prior to the event date.

SECTION 6: EVENT DIRECTOR CERTIFICATION

I certify that the information provided is accurate and complete. I agree to abide by all permit conditions, coordinate with Village departments, and assume responsibility for any damage or violations during the event.

Signature: _____

Printed Name: _____

Date: _____



FOR OFFICE USE ONLY

Date Received: _____

Reviewed by Village Manager: ☐ Yes ☐ No

Public Safety Review Completed: ☐ Yes ☐ No

DPW Review Completed: ☐ Yes ☐ No

Council Review Date: _____

Council Action: ☐ Approved ☐ Denied ☐ Modified.

Permit Issued: ☐ Yes ☐ No

Permit Conditions / Notes:

- Event is subject to a Special Event Service Fee to cover DPW barricade setup and Village Police traffic control.

- Final placement of barricades, traffic flow adjustments, and emergency access routes are at the discretion of DPW and Police Department.

- Permit Fee: \$50.00

- Fee amount: \$_____

- Payment received: ☐ Yes ☐ No

- Payment method: _____

- Date received: _____



Additional Notes:

Use the space below to record questions, observations, or clarifications.