STREET CLOSURE REQUEST REQUIREMENTS

As of January 1, 2023, the City of Winchester has established a new policy for the request of street closures. Please note the new requirements for Street Closures for streets inside the City limits.

1. All requests to close a street or streets inside the City limits shall be in writing on the attached form.

2. A map of the street/streets requested to be closed shall accompany the request.

3. The request shall be signed by the event organizer or his/her designee.

4. A copy of liability insurance shall be attached to the street closure request and shall have the City of Winchester as certificate holder.

5. The event organizer shall present the street closure request to the City Manager's Office at dlayne@winchesterky.com. The City Manager's Office will request the Winchester Police Department's support and approval.

6. The event organizer shall **make the request at least thirty (30) days in advance of the event** so the Police Department can secure extra officers if needed.

7. The event in question shall be placed on the agenda at a Winchester Board of Commissioners meeting for final approval.

8. If there is a conflict of the event's date or street requested to be closed, the first request approved shall have the approval. The City Manager's Office shall make contact with the second event organizer to inform them of denial of their request.

9. The request form and maps can be found on the City's website at www.winchesterky.com.

10. If there are questions, the requesting party may call the City Manager's Office at 859-744-2821.