

ADDENDUM C

Street Use Plan

REQUIRED for all runs, walks, cycling, and parade events.

Optional for other events.

Detailed information is required about your proposed street closures and traffic control staffing. To assist you in organizing and presenting the information, the Special Events Office has developed a Street Use Plan spreadsheet template (in Microsoft Excel format). Download the [template file](#) from the Special Events Handbook Addendums page.

Instructions

Below is a description of each column in the template spreadsheet. Use a separate row for each street or segment of street if one street has differing closure information.

If you cannot use the template file, please create your own document that contains the same column heading names and described information. It is acceptable to add additional columns to your document, but the document must contain all the information below.

STREET NAME

Name of the street to be closed

Example: E Thomas Street

BETWEEN (CROSS STREET)

Name of one cross street of the segment to be closed

Example: 18th Ave E

AND (CROSS STREET)

Name of second cross street of the segment to be closed

Example: 20th Ave E

LANE(S)

Enter one of these descriptions:

Entire Street

Sidewalk Only

Parking Lane Only

Travel Lane – 1

Travel Lanes – 2 (3, 4, etc.)

LANE DIRECTION

If using sidewalk only, parking lane only, or some travel lanes, enter one of these descriptions:

North

South

East

West

CLOSURE START DATE

Date you propose to close the street
Example: 6/25/2017

CLOSURE START TIME

Time you propose to close the street
Example: 7:00 AM

STREET OPEN DATE

Date you propose to re-open the street to regular traffic
Example: 6/27/2017

STREET OPEN TIME

Time you propose to re-open the street to regular traffic
Example: 4:00 PM

CLOSURE STAFFING

Who you propose will direct traffic or assist motorists, enter one of these or your own description:

- Police
- Certified Flagger
- Event Staff
- Volunteer
- No Staffing Needed

Note: Per City of Seattle Municipal Code, Seattle Police Officers are mandatory at intersections where traffic control requires overriding traffic signals. At the discretion of SPD and SDOT, staffing at other intersections may be allowed to be performed by certified flaggers, event staff, or volunteers.

Additional Notes

You may need a separate row for each block of a closure. If all the information is exactly the same for contiguous blocks, you may combine them into one row.