



CITY OF CONROE  
COMMUNITY DEVELOPMENT

(936) 522-3610

## **CITY OF CONROE STREET CLOSURE PROCEDURE**

A Street Closure Application may be obtained from the Community Development Department, Building Division, located at City Hall, 300 W. Davis, Monday through Friday from 8:00 a.m. to 5:00 p.m.

You must submit your application and allow at least 10 working days to process your application. If your application is denied, you will be notified by mail as to the reason for the denial. The denial may be appealed to the City Council. Street Closure Fee is \$35.00.

### **The following location and time restrictions apply:**

- A. Except for necessary crossings along an otherwise permitted route, no street closures shall contain any portion of the following streets, roads, or highways:

Interstate Highway 45, including its service roads.

- B. Between the hours of 7:00 a.m. and 9:00 p.m., or 11:00 a.m. and 1:00 p.m., or 3:30 p.m. and 6:00 p.m. of any day other than Saturday, Sunday, or a legal holiday, no street closure shall contain any portion of the following streets, roads or highways:

1. State Highway 75 along that portion of the highway lying within Loop 336.
2. State Highway 105 from its intersection with Interstate Highway 45, east to its intersection with College Street.
3. North Loop 336 from its northern intersection with State Highway 75, west to its intersection with State Highway 105.

- C. Please check with the Lake Conroe Area Convention & Visitors Bureau's Calendar of Events website at <http://www.lakeconroecvb.org/evdbz.cfm>.

Please fill out the Events Submission Form (Form attached) if you wish to have your event posted on their calendar. Otherwise please check their calendar for event conflicts.

**NOTE: ANY QUESTIONS MAY BE ADDRESSED TO COMMUNITY DEVELOPMENT DEPARTMENT AT (936) 522-3600.**

**300 West Davis, Conroe, Texas 77301**

**STREET CLOSURE APPLICATION**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Chairperson \_\_\_\_\_ Phone \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization/Firm/Corporation requesting Street Closure:

\_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date requested for Closure: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Streets proposed to be used for the event:

\_\_\_\_\_  
\_\_\_\_\_

Please include a map with the proposed streets to be closed.

Statement of applicant's authorization to make this application on behalf of the Person(s), Organization, Firm or Corporation seeking the permit:

\* Indicate any business/office impacted by this street closure on the attached sheet (Signature page attached).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTICE TO APPLICANT**

- Applicant must call the following departments at least one week prior to the event during regular business hours (M-F 8:00 to 5:00).
- Police Department (936)522-3200      Fire Department (936)522-3080
- THIS PERMIT IS VALID ONLY IF STAMPED PROPERLY

**For Office Use Only**

\$35.00 Permit fee received: \_\_\_\_\_

Permit approved subject to: \_\_\_\_\_

Date last closure for this organization approved: \_\_\_\_\_

Copy:      \_\_\_\_\_ Fire Department      \_\_\_\_\_ Police Department      \_\_\_\_\_ Public Works

**300 West Davis, Conroe, Texas 77301**

**Street Closure  
By Affected Business/Office**

**ALL BUSINESSES AFFECTED BY CLOSURE MUST SIGN WHETHER  
OPEN OR CLOSED  
AT THE TIME OF STREET CLOSURE**

Date: \_\_\_\_\_

Date of Street Closure: \_\_\_\_\_

Street to Be Closed: \_\_\_\_\_ Between: \_\_\_\_\_ and \_\_\_\_\_

Organization Requesting Street Closure: \_\_\_\_\_

Time Street Will Be Closed: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Address of Business/Office	Name of Business/Office	Owner/Representative Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		