



Building Inspections & Permits
Phone: 936-522-3610
Email: permits@cityofconroe.org

CITY OF CONROE
STREET CLOSURE PROCEDURE

A Street Closure Application may be obtained from the Community Development Department, Building Division, located at City Hall, 700 Metcalf Street, 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 Visit Conroe's Events Calendar page at <https://www.visitconroe.com/events> for event conflicts. To have your event posted on their calendar use the "Create an Event" link on their events page. *Visit Conroe* is your one stop shop for all things about events in Conroe.

NOTE: Specific technical questions in regard to any project or permit shall be addressed to the City Planner, either in writing or by telephone: (936) 522-3610.

700 Metcalf Street, 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 THERE IS AN OFFICIAL APPROVAL.

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

700 Metcalf Street, 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.		