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.
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

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<th>Name of Business/Office</th>
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