

HOW TO APPLY for a Right of Way Special Event Permit

STEP 1 — Visit the [Civic Access Portal](#)

Welcome to the City of Bloomington's Civic Access Portal



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Apply

Apply for a permit or plan.



Search Public Records

Search for existing permits, plans, inspections, code cases, requests and licenses.



[City of Bloomington Website](#)
City of Bloomington, Indiana
Information



[Civic Access User Guide](#)
Complete guide to using Civic
Access



[City of Bloomington Apply
Website](#)
Apply for other City of Bloomington
opportunities and services

STEP 2 — Create an account or login with an existing account



 cassiewerne@gmail.com

Verify with your password

Password

.....

Verify

Forgot password?

Verify with something else

Back to sign in



Sign in to community access services.

Email address

cassiewerne@gmail.com

☐ Keep me signed in

Next

OR

Sign in with...



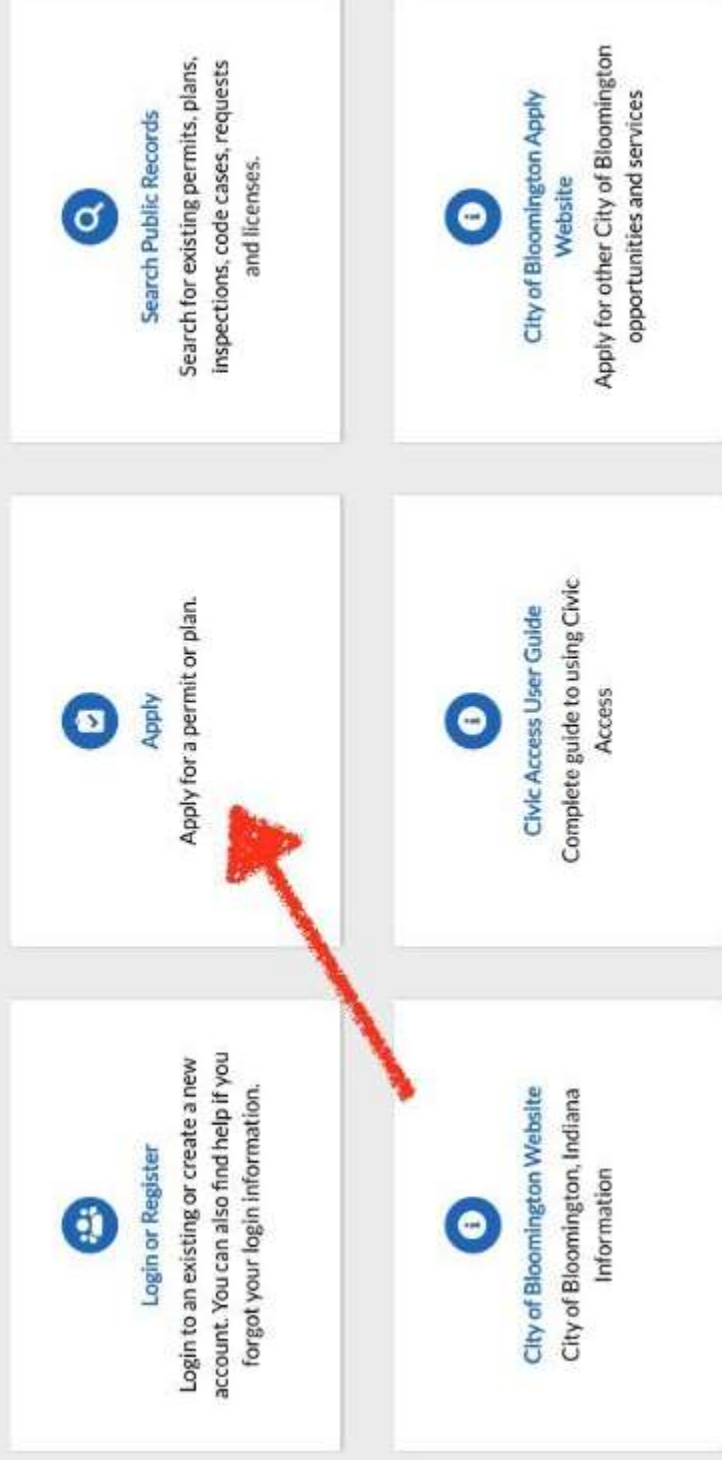
Unlock account?

Help 

Create an account

STEP 3 — After logging in, you will be redirected to the Civic Access Portal. Click 'Apply'.

Welcome to the City of Bloomington's Civic Access Portal



 Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.	 Apply Apply for a permit or plan.	 Search Public Records Search for existing permits, plans, inspections, code cases, requests and licenses.
 City of Bloomington Website City of Bloomington, Indiana Information	 Civic Access User Guide Complete guide to using Civic Access	 City of Bloomington Apply Website Apply for other City of Bloomington opportunities and services

STEP 4 — Type 'Special Event' in the search bar, select 'Right of Way Special Event Permit', and then click 'Apply'.

Application Assistant

Special Event|

Right of Way Special Event Permit

ALL

My History

PERMITS

PLANS

Application Assistant

Right of Way Special Event Permit

ALL

Trending

My History

PERMITS

PLANS

> Show Categories

Right of Way Special Event Permit

Category Name: Permit

Description: Right of Way Special Event Permit Application.

Apply

Show My Templates

STEP 5 — Read the ‘Permit Details’ section. It includes critical information to help you in your application submission! Then scroll down.

Apply for Permit - Right of Way Special Event Permit

• REQUIRED



PERMIT DETAILS

We're excited you want to host a special community event!

Start by checking out [Bloomington Parks and Recreation facility rentals](#). They offer outdoor and indoor spaces for concerts, festivals, runs/walks, fitness classes, sports, and more. You can also find more information on how to apply for a [Parks Special Event Permit](#) here.

If you can't find a suitable facility, and need to use a public street or sidewalk, you'll need to apply for a RightofWay Special Event Permit. **This application should be submitted at least 90 days before your event.** You can't promote your event (like announcing dates or location) until it's approved by the Board of Public Works.

Before applying, review the guidelines below to ensure your event is accessible, safe, and community-friendly.

Key Information to Provide in Your Application:

- Event organizer contact details
- Key event partners
- Event description
- Public right of ways you are requesting to use/close
- Site Plan (visual map showing event footprint and locations for portable toilets, tents, tables, vendors, trash & recycling bins, signs, banners, stages, etc.)
- Maintenance of Traffic Plan (visual map showing road closures, barricade types and locations, and traffic control signs and locations)

STEP 6 — Enter your Event Description in the ‘Description’ field and click ‘Next’.

• **Permit Type**

Right of Way Special Event Permit

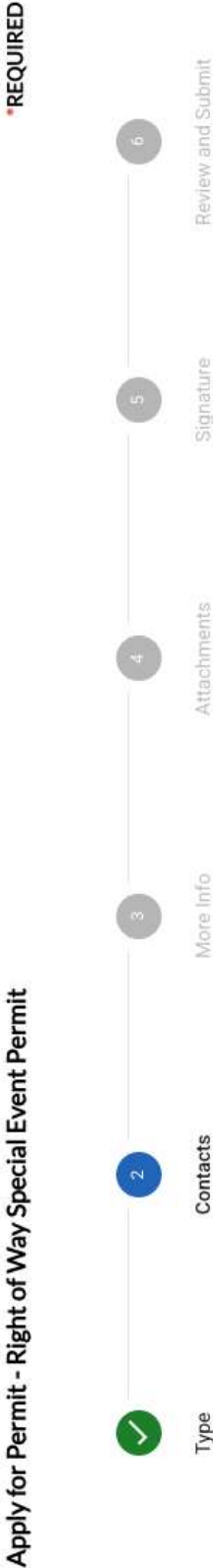
• **Description**

Create Template

Save Draft

Next

STEP 7 — You will then work through the submission process below.



STEP 8 — You can at any time ‘Save Draft’ on bottom right. When you return, login and then click ‘Dashboard’. You will see your draft applications on the right.

Back

Create Template

Save Draft

Next

Home

Dashboard

My Work

Apply

Pay Invoices

Search Q

Payments up to \$1,000 can be paid online using a credit card (American Express and Discover cards are not accepted).
Payments over \$1,000 or cash, check, or money order payments may be completed in person at City Hall, 401 N. Morton St., Bloomington, IN 47404 or by mailing a check or money order payable to: The City of Bloomington, c/o Box 100,
Bloomington, IN 47404.

My Permits

Attention

0

Pending

0

Active

0

Recent

0

Draft

2

Right of Way Permits

2

View My Permits