

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



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](#)



cassiewerne@gmail.com

Verify with your password

Password

.....



Verify

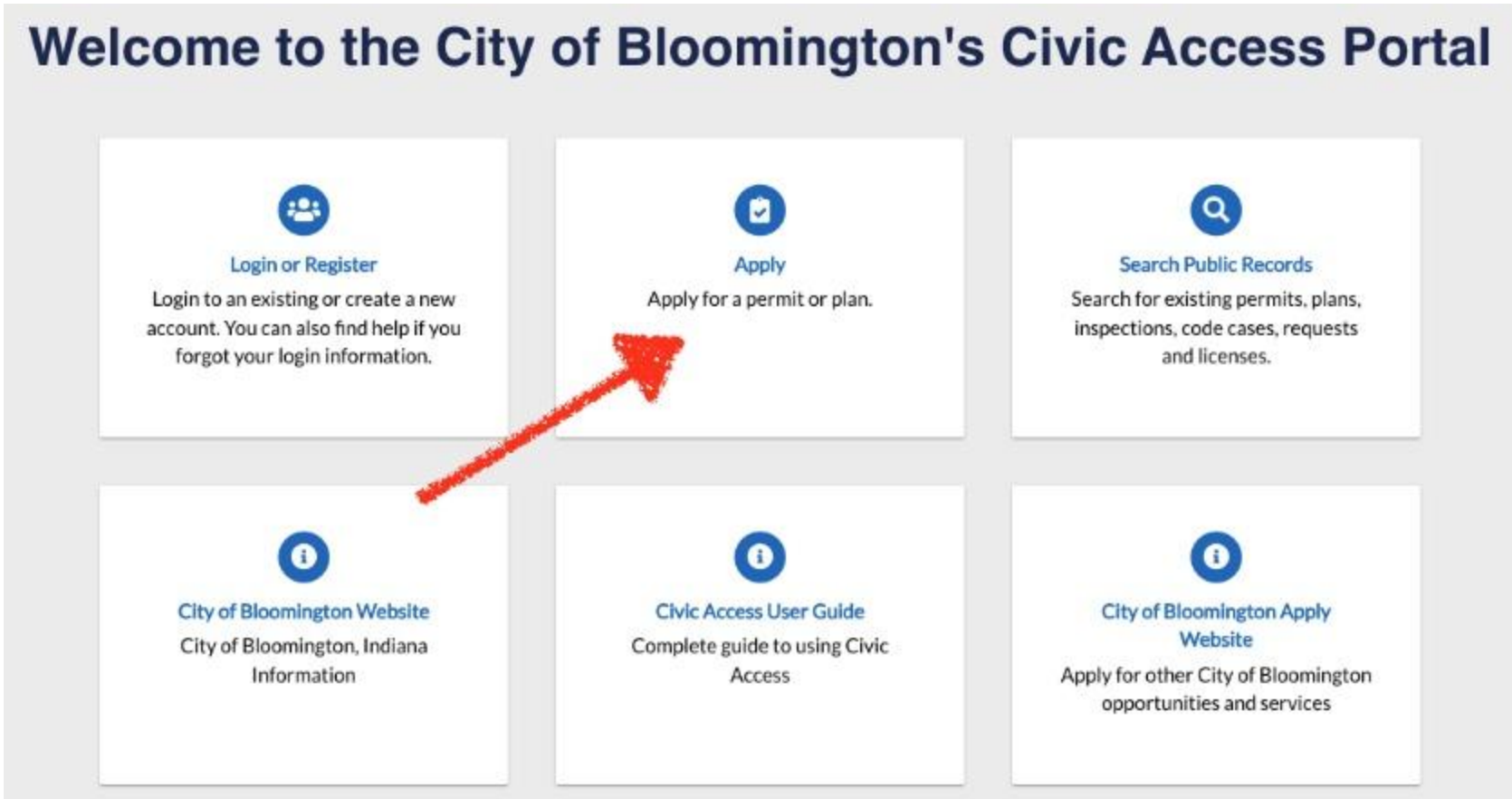
[Forgot password?](#)

[Verify with something else](#)

[Back to sign in](#)

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



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 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

Search bar: Special Event 

Right of Way **Special Event** Permit

Navigation buttons: All, Trending, My History, PERMITS, PLANS

Application Assistant

Search bar: Right of Way Special Event Permit

Navigation buttons: All, Trending, My History, PERMITS, PLANS

[Show Categories](#) [Show My Templates](#)

	Right of Way Special Event Permit	
Category Name:	Permit	
Description:	Right of Way Special Event Permit Application.	
		Apply

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.

Apply for Permit - Right of Way Special Event Permit

*REQUIRED



Type

2

Contacts

3

More Info

4

Attachments

5

Signature

6

Review and Submit

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.



The screenshot shows a dashboard with a dark header containing links: Home, Dashboard (highlighted), My Work, Apply, Pay Invoices, and Search. Below the header is a blue banner with payment information. The main section is titled 'My Permits' and contains five white boxes with the following labels and counts: 'Attention' (0), 'Pending' (0), 'Active' (0), 'Recent' (0), and 'Draft' (2). A red arrow points to the 'Draft' box. Below the 'Draft' box, a list item 'Right of Way Special' with a count of 2 is visible. At the bottom left, there is a link 'View My Permits'.

Category	Count
Attention	0
Pending	0
Active	0
Recent	0
Draft	2

Right of Way Special 2

[View My Permits](#)