

# Temporary Use of Public Right-of-Way (Events Only)



## Required For Use Of Downtown Public Parking Spaces For Anything Other Than Their Intended Use.

To use public parking spaces for anything other than their intended use you will need the approval of the Right of Way Manager, Walt Brodzinski. Please contact Walt prior to submitting this application at 480-312-7757 or email to [wbrodzinski@scottsdaleaz.gov](mailto:wbrodzinski@scottsdaleaz.gov).

You must also submit a Certificate of Insurance for at least one million dollars (\$1,000,000), naming the City of Scottsdale as additional insured.

Once you receive permission to use the parking space(s) and submit your certificate of insurance, you may pick up your encroachment permit at the One Stop Shop located at 7447 E Indian School Road, Suite 100 (southeast corner of Indian School & Drinkwater). The fee for the permit is \$\_\_\_\_\_. Please bring a copy of your paperwork to give to the One Stop Shop representative.

- Have you contacted Walt Brodzinski?  No  Yes - Date: \_\_\_\_\_
- Do you have a valet plan or site plan?  No  Yes
- Attach a copy of the Certificate of Insurance

**Submittal Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

**Applicant Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Location of parking spaces affected: \_\_\_\_\_

Number of space affected: \_\_\_\_\_ Date(s) of when parking space(s) will be utilized: \_\_\_\_\_

Please explain the event and the need for the use of the right-of-way:

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

### Official Use Only:

\_\_\_\_\_  
Walt Brodzinski, Right of Way Manager

APPROVAL

DENIAL

## Transportation Department

7447 E Indian School Road, Scottsdale, AZ 85251 • Phone: 480-312-7250 • Fax: 480-312-7088