



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.

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:

APPROVAL

DENIAL

Walt Brodzinski, Right of Way Manager

Planning, Neighborhood and Transportation

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088