

**CITY OF ALLENTOWN  
DEPARTMENT OF PUBLIC WORKS  
TRAFFIC BUREAU**

**CHECKLIST FOR SPECIAL EVENTS:**

**Special Note: No Parking signs must be purchased through the Allentown Parking Authority (APA) only. At no time will the organizer be allowed to post them, APA will handle the signs being mounted. The contact person for No Parking signs is :**

**Chris Morello Office: (610) 841-8115 Email: [morello@allentownparking.com](mailto:morello@allentownparking.com)**

1. **Provide overview map of where the event takes place, and what streets & intersections are affected. What streets are affected by the event?**

2. **Are street closures needed? If yes, provide a traffic control plan/detour setup drawing or sketch.**

3. **What traffic control devices are needed? How many? Where will devices be placed?**

4. **Who is responsible for safe traffic control? (name, phone number, email address)**

5. **Will roads be partially closed? Will barricade locations have volunteers assisting traffic?**

6. **Approximately how far apart will an event representative be posted in a walking / running event?**

7. **Was notice given to residents and business' within the event area? Provide date of notification.**

8. **Are any other municipalities involved? If yes, provide letter of notification.**

**Traffic Contacts:**

**Suzanne Dobel, Project Manager – [Suzanne.Dobel@allentownpa.gov](mailto:Suzanne.Dobel@allentownpa.gov) 610.437.7735 x2307**