Holiday and Rose Festival Moratorium Exemption Request Form

Each year during the Rose Festival and the winter holiday season, Portland's Bureau of Transportation (PBOT) stops issuing routine permits for sidewalk, parking, and lane closures. Our goal is to reduce congestion and provide as much on-street parking as possible during these busy seasons. During these times, permits are issued only for emergency situations or extenuating circumstances. To obtain such a permit, you must apply for an exemption from the moratorium. Exemptions are granted based on certain criteria. All exemption requests are reviewed by the Moratorium Committee.

If you have an emergency situation or extenuating circumstances and want to apply for an exemption, complete this form and submit it to the Moratorium Committee for review. The committee meets approximately once a week during the month before and during the moratorium.

All requests must be submitted in writing and faxed to the Moratorium Committee at 503.865.3450.
(For extreme emergency situations, contact the CBD Office at 503.823.7077.)

Today's Date_____

Company Name: _____ Company Address: _____

Contact Name: _____Phone #: _____

Cell #: _____Email Address: _____

Please answer the questions below about your exemption request for a permit:

Do have a current PBOT Street Use Permit? If yes, what is the permit number? _____

Street Name: _____ Cross Streets: _____and: _____

Which side of the street (north, south east, west)?_____

Describe what you are requesting a permit for (such as 20ft of parking, lane closure, etc.):

What are the dates and hours you are requesting the permit to be valid?

Describe the work and why it cannot be scheduled after the moratorium ends:

Describe why you should be granted an exemption to the moratorium:

After completing this form, please fax it to 503.865.3450

The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Ave, Portland, OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.