



**APPLICATION FOR USE OF
PUBLIC RIGHT-OF-WAY FOR EVENT**

The following special event has been approved by the Special Events Committee.

Submitted by: Denise Miller

Event name: City Cemetery Tree Planting

Event Date: May 15, 2026

Street Closure: Walnut St from W Colfax Ave to Linden Ave

Closure Times: 8:00 am to 1:00 pm

Sidewalk Closure: Yes No

Comments: A partnership between Amazon and community volunteers coming together to plant trees in a historic landscape space.

Abigail E. Magas, P.E.

Reviewed and Approved - 5/14/26
Abigail E Magas, PE
City Engineer

**CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS**

Elizabeth A. Maradik

Elizabeth A. Maradik, President

Joseph R. Molnar

Joseph R. Molnar, Vice President

Murray L. Miller

Murray L. Miller, Member

Breana N. Micou

Breana N. Micou, Member

Hillary R. Horvath

Attest: Hillary R. Horvath, Clerk

Abigail E. Magas, Member

Date: May 26, 2026



Monday, May 11, 2026

City of South Bend Special Event Application

Neighborhood Event

Approval Status

Not Started

Fee Schedule

\$25 application fee if filed 30 days or greater (up to 180 days) in advance of event.

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted

We accept payments in person or by mail in the form of a check or money order, and we can also process card payments. Please Bring Payment to: Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN

To complete this form, you will need:

- A map of the requested street closures
- Copy of Notice Brochure notifying your neighbors about the event
- Neighborhood Notice Signature Sheet filled with signatures from at least 50% of the households in your neighborhood.

Section A - Applicant Information

Date of Application	Monday, May 11, 2026
Organization Name	City of South Bend
Applicant (Contact) Name	Barbara Dale
Applicant (Contact) Phone Number	(574) 235-9098
Applicant Email	bdale@southbendin.gov
Address	309 Walnut St South Bend, Indiana, 46628

List any professional event organizer, event service provider or commercial fundraiser that is

authorized to work on your behalf to plan, produce and/or manage your event.

Service Provider Organization Name City of South Bend

Service Provider Contact Person Name Barbara Dale

Service Provider Address 215 S Dr. Martin Luther King Blvd
South Bend, Indiana, 46601

Section B - Event Information

Event Name City Cemetery Tree Planting

Expected Attendance 50

Requested Street Closure Walnut

From (Cross Street) Linden Ave

To (Cross Street) W Colfax Ave

Below, please submit a map of the requested street closures. You may do this in several different ways, as long as the street closures are clearly marked off. Here are a couple of suggested ways to do it:

Use Google My Maps to customize a map view

1. Go to <https://www.google.com/mymaps>
 2. Select Create a new map
 3. Use the tools on the left to:
 1. Draw a line over the closed road
 2. Add a pin or text
 4. When done, click the  menu → Print map
 5. Choose Save as PDF or take a screenshot
 6. Upload the file to this form
- This requires only a Google account.

Phone Screenshot + Built-in Markup

1. Open Google Maps and navigate to their route/event area.
 2. Take a screenshot.
 3. Tap Edit / Markup (built into iPhone and Android).
 4. Draw lines to show closures.
 5. Save and upload the image.
- This requires zero accounts and zero added tools.

Google Maps → Print → "Markup" in Browser

Some browsers (Chrome/Edge) allow annotation directly on a printed or saved PDF.

1. Go to Google Maps and find the area

2. Select Print → "Map only"
3. Choose Save as PDF
4. Open the PDF in the browser
5. Use built-in Draw or Highlight tools
6. Save and upload

Please use one of the methods above to upload your map!

Upload a map of the requested street closures.



Provide a brief description and timeline of event (Note: a detailed map plan is required in Section H of this application. This description should be a summary overview.)

Tree planting the morning of Friday, May 15th. In partnership with Amazon and community volunteers.

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

Date of Event Setup Friday, May 15, 2026

Time of Event Setup 08:00 AM

Date of Event Friday, May 15, 2026

Event Begin Time 09:00 AM

End Date of Event Friday, May 15, 2026

Event End Time 12:00 PM

Event Cleanup Completion Friday, May 15, 2026

Event Cleanup Completion Time 01:00 PM

Is there a rain date for this event? Yes

Rain Date (if applicable) Friday, May 22, 2026

Have all residents on the affected block been notified? No

You are required to notify area business owners and residents in writing 15 days prior to the event.

Attach a copy of the brochure or door hanger distributed to all affected residents/businesses/neighborhood groups describing the event purpose, date and time.

A list of names of neighbors notified is also an acceptable submission. 50% of the affected neighbors within the closure must be notified and be amenable to the closure.

Copy of Notice Brochure



Number of households impacted by proposed street closure 2

Will the event have music (live or other)? Yes

Will alcohol be served or sold? No

Section C - Alcohol

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Explore [Indiana ATC forms](#). (Temporary Permits are near the bottom of the form list.) Forms must be filed with the district ATC office five (5) days prior to the requested event date.
 - Application cannot be processed without a copy of this license.
- A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
 - Application cannot be processed without deposit. Deposit will be returned upon inspection of vent area by the Board of Public Works.
- Events that will have alcohol sales must provide security. If your event will be hiring a security company, please provide its contact information in sub-section (a) below. Otherwise, please list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in the fields provided in sub-section (b)

Subsection A - Security Company Contact Information

Subsection B - Security Guard Contact Information

Section D - Food

Are you having food at your event (food vendors, caterers, food trucks, etc.)? Yes

IF YES

- The event coordinator must apply for and receive a [St. Joseph County Health Department Temporary Event Permit](#).
- Vendor(s) must have a City of South Bend [business license for Food Vending Vehicle](#). (Contact Michelle Adams at Madams@southbendin.gov)
- Vendor(s) must also apply for and receive a St. Joseph County Health permit. Health Permits must be filed with the county 30 days prior to the proposed event. Each vendor must obtain necessary permits to serve on-site and display these permits at the event.

All applications and guidelines can be found at the [St. Joseph County Health Department Food Service website](#)

Please select food sales types

Caterer

Describe how food will be cooked and served as well as any preventative safety measures:

Food by a Bite With Mee will be served at MLK Dream Center (not on site).

Section E - Equipment, Set-up, and Logistics

Does your event include the use of fireworks or other pyrotechnics?

No

IF YES:

Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).

Only consumer grade fireworks can be used during certain time frames (July 4th and New Year's).

A permit must be applied for with the [Indiana Department of Homeland Security for Commercial Grade Fireworks show](#).

All entertainment events should have a permit from the IDHS Amusement and Entertainment Permit.

Will there be any musical entertainment features at the event?

No

Section F - Indemnity & Hold Harmless Agreement

City of South Bend agrees to indemnify, defend and hold harmless the City of South Bend, Indiana, its agents, officers, and employees (collectively ("City"), from any liability, loss, costs, damages or expenses, including attorney fees, which the City, may suffer or incur as a result of any claims or actions which may be made against the City, its agents, employees, or subdivisions by any person, including a participant in the activity, arising out of the approval of this request by the City, through the Board of Public Works, to close a portion of the public right-of-way for the event described above, or for any harm or damage alleged to have occurred because of the holding of the special event. The undersigned certifies that he/she is authorized to bind the APPLICANT to these terms.

Signed on this date:

Monday, May 11, 2026

Signature



Printed Name

Barbara Dale

City/State/Zip

South Bend, IN 46601

Event Name

City Cemetery Tree Planting

Event Location

Walnut St

Event Name

City Cemetery Tree Planting

Length of Event (Date/Times)

9am - 12pm on Friday, May 15th, 2026

Section G - Permit and Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$25.00 non-refundable fee for applications filed 30 days or greater in advance of the event date. Applications filed less than 30 days in advance of the event date will not be accepted.
2. All residents within the affected area must be notified of this event. The APPLICANT must demonstrate that they have obtained greater than 50% of the affected residents' signatures. THE APPLICANT must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event's purpose, date, and time.
3. The APPLICANT is responsible, prior to the event, for determining if there are any affected residents that need assistance accessing their residence.
4. The cones will be delivered to the APPLICANT's address. The APPLICANT assumes full responsibility for clean-up and assures the City that all cones will be maintained and returned undamaged. The APPLICANT will be liable for the replacement cost of \$50.00 per cone as a result of any missing or damaged cones.
5. Block parties must end by 8:00 p.m.
6. A street will be blocked off from intersection to intersection only.
7. The Special Events Committee reserves the right to deny any block party application based on traffic volume and speed limit records.
8. The Special Events Committee reserves the right to deny any block party application based on information gathered from the South Bend Police Department or other sources.
9. The APPLICANT agrees to allow residents that live on the above-referenced block access in and out of the restricted area as needed.
10. The APPLICANT agrees to abide by all terms and conditions of the South Bend Municipal Code and Board of Public Works' policy adopted in Resolution No. 10628-18 on December 11, 2018.
11. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works.
12. The City of South Bend Noise Ordinance is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating stereos, speakers, musical instruments, and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, or other noise disturbances in the streets in a manner which disrupts the peace.

I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

Signed on

Monday, May 11, 2026

Signature



Printed Name

Barbara Dale

I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

Date: _____

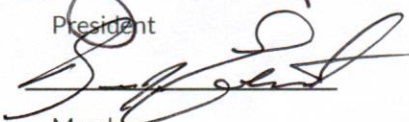
Applicant Signature: _____

Printed Name: _____

SPECIAL EVENTS COMMITTEE APPROVAL



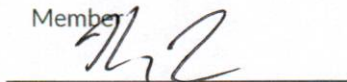
President



Member



Member

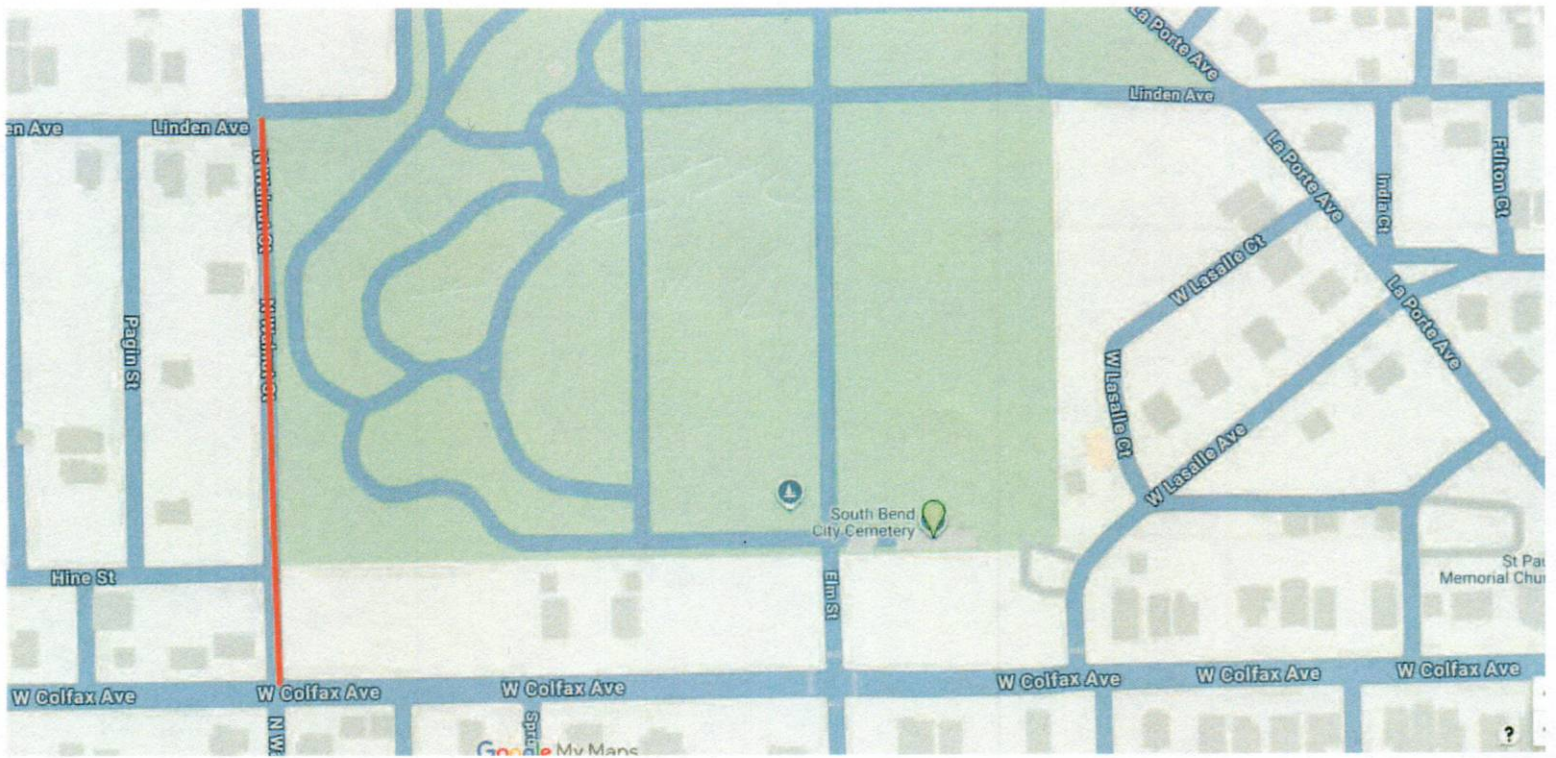


Member

Member

5/13/26

Date



GREENING A HIDDEN GEM: CITY CEMETERY

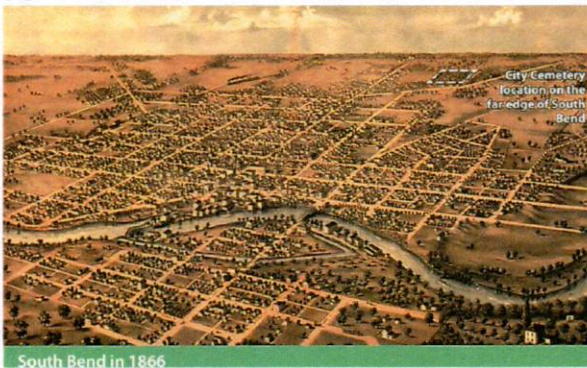
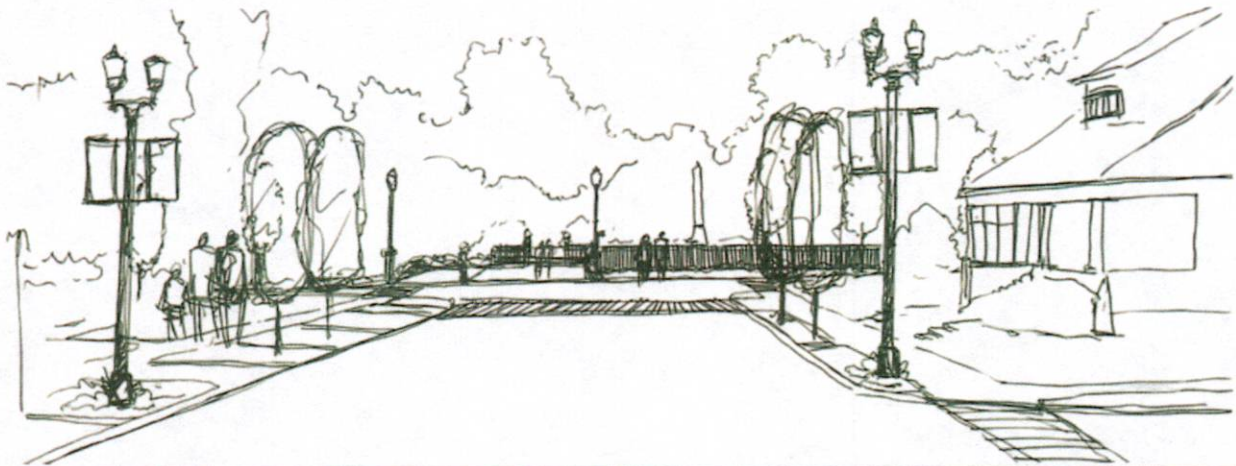
Community Tree Planting Event – Join Us!

A Place with History | A Future with Trees

City Cemetery is one of South Bend's oldest public spaces, and it has been long overlooked. Together, we are improving this historic green space on the West side.

THE VISION

- Restore a historic landscape with native trees and plants
- Enhance an accessible green space within a larger community greenway project
- Improve connections between West Side neighborhoods with a new pedestrian entrance and improved pathways



South Bend in 1866

When: 9am - 12pm, May 15th, 2026

Where: City Cemetery (214 Elm St)

What: Planting 31 trees

RSVP: tinyurl.com/05-15-2026



RSVP

