


Indy Special Event Public Entry Form - Coordinate



1 Navigate to https://indianapolis.dotmapsapp.com/publicform/special_event

2 The first section in the Special Event form contains Applicant Details; Applicant name, phone number, email, etc.

 indy.gov | Special Events Permit

1 Applicant *Required

2 Event date & time

3 Location

4 Event description

5 Event details

6 Indemnification

7 Review

Applicant name *

Organization

Applicant email *

Applicant phone *

5

This section contains the Date and Time the Event will be held and affect the Right of Way.

indy.gov Special Events Permit

1 Applicant

2 Event date & time

3 Location

4 Event description

5 Event details

6 Indemnification

7 Review

Event date & time *Required

Start

Event start date *

Event start time *

End

Event end date *

6

Fill out all required Event Date & Time Information - If applicable, provide any additional information available.

indy.gov Special Events Permit

1 Applicant

2 Event date & time

3 Location

4 Event description

5 Event details

6 Indemnification

7 Review

Event date & time *Required

Start

Event start date *

Event start time *

End


Event end date *


7 Click on the "Icon" to open a Date or Time selector.

Special Events Permit


Event date & time *Required

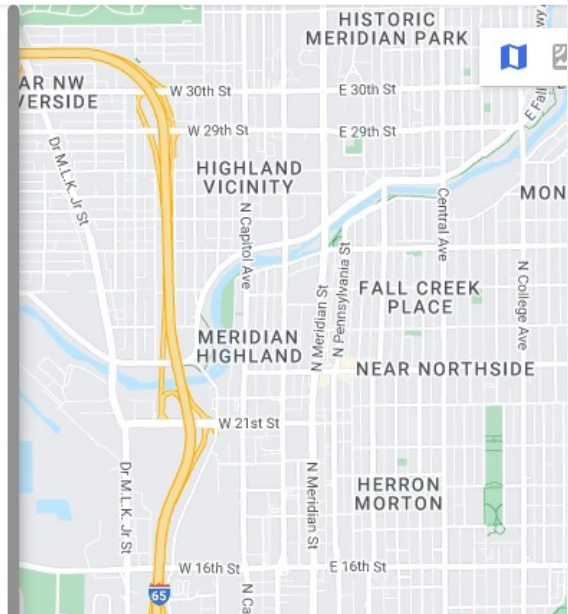
Start

Event start date * 

Event start time * 


End

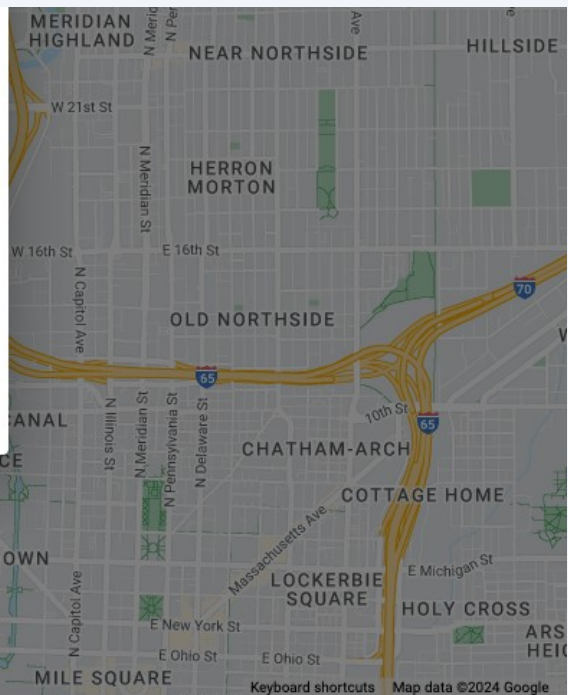
Event end date * 



8 Select the appropriate Date or Time in the selector and click on "Ok"

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CANCEL 



9

Once required details have been provided, click on "Next" to move onto the next section

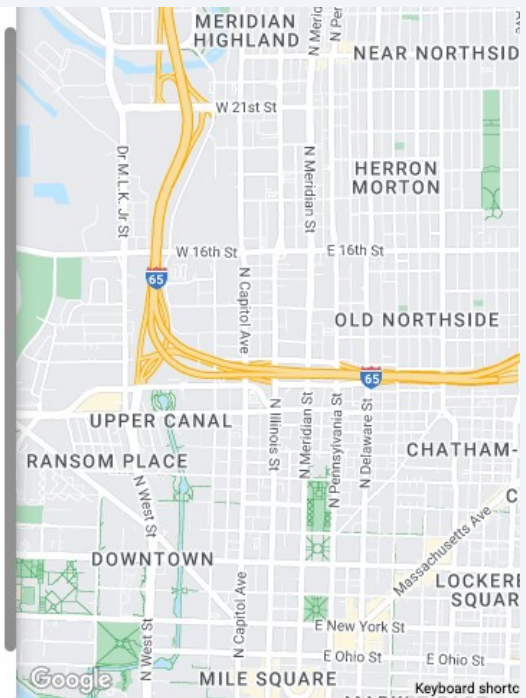
Event setup time 🕒

Tear down

Event tear down date 📅


Event tear down time 🕒

[PREVIOUS](#) [NEXT](#)



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This section contains details on the Location the Event will be held.



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Special Events Permit

- 1 Applicant
- 2 Event date & time
- 3 Location**
- 4 Event description
- 5 Event details
- 6 Indemnification
- 7 Review

Location

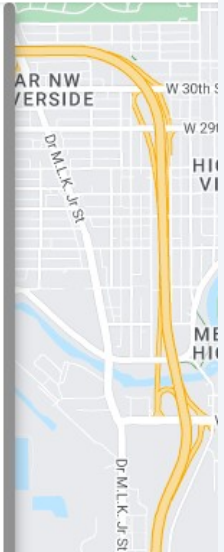
1 Location 📄 *Required 🔄 +

UNDEFINED STREET ⌵

Point Segment Polygon

Address*

Direction of impact ⌵ Type of impact ⌵



11

Select the type of geometry you would like to use to best represent the Event on the map.



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Special Events Permit

- 1 Applicant
- 2 Event date & time
- 3 Location**
- 4 Event description
- 5 Event details
- 6 Indemnification
- 7 Review

Location

1 Location *Required

UNDEFINED STREET

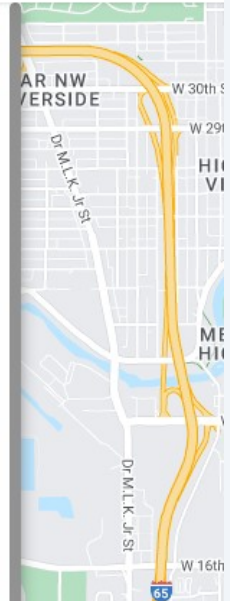
Point Segment Polygon

Address*

Direction of impact

Type of impact

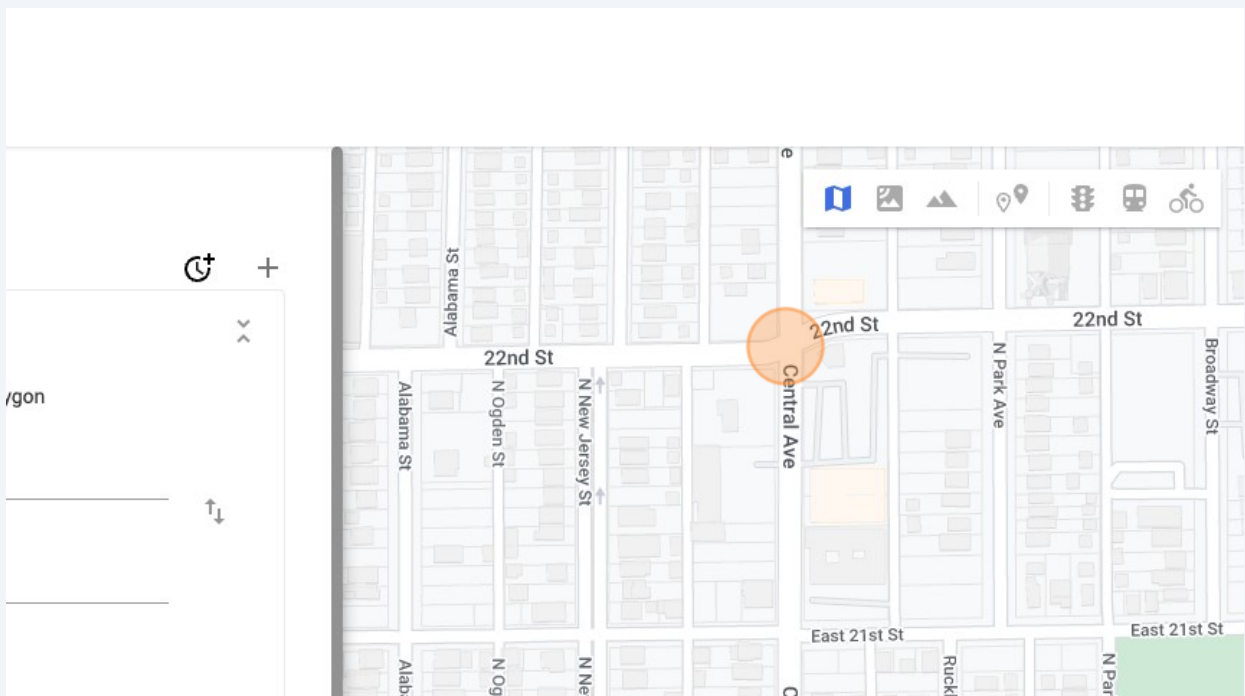
Road closed



12

On the Map, Click on locations to define points to a segment, polygon or an individual point location. It is best to leverage drawing on the map for the most accurate visual representation of the boundaries of the Event being submitted.

Users are able to edit locations that have been created and/or add multiple locations to an event.



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Fill out any additional details to the Location that may contain pertinent information to the potential closure of the locations.

- 5 Event details
- 6 Indemnification
- 7 Review

2199 CENTRAL

To address*
2000 CENTRAL

Direction of impact Type of impact

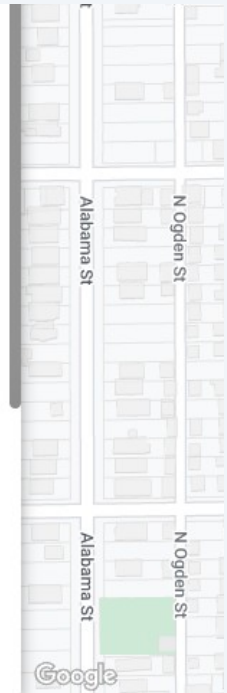
Road closed

Replaces the header with a custom title instead of On Street value. 0/50

Closure details

0/200

[SET SCHEDULE](#)



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Once required details have been provided, click on "Next" to move onto the next section

Both directions Full closure

Road closed

2000 - 2200 Central Ave

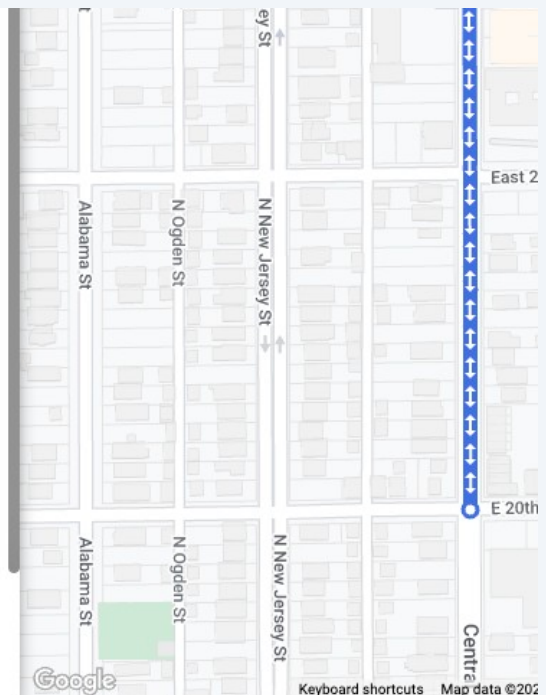
Replaces the header with a custom title instead of On Street value. 24/50

Closure details

Location Details

16/200

[SET SCHEDULE](#)



PREVIOUS

[NEXT](#)

Keyboard shortcuts Map data ©202

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This section contains Event Description such as the name of the event, type of event, and expected attendance.

The screenshot shows a web form titled "Event description" with a "*Required" label. On the left is a vertical navigation menu with seven steps: 1 Applicant, 2 Event date & time, 3 Location, 4 Event description (highlighted with an orange circle), 5 Event details, 6 Indemnification, and 7 Review. The form fields include: "Event name *" (with an orange circle), "Case number", "Type of event *" (a dropdown menu), "Event website", and "Previous application no.". On the right side of the form is a map showing a street grid with labels for "Alabama St", "N Ogden St", and "22nd S".

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Fill out all required Event Description Information - If applicable, provide any additional information available.

The screenshot shows a web form titled "Special Events Permit" with the "indy.gov" logo. The form is titled "Event description" with a "*Required" label. On the left is a vertical navigation menu with seven steps: 1 Applicant, 2 Event date & time, 3 Location, 4 Event description (highlighted with an orange circle), 5 Event details, 6 Indemnification, and 7 Review. The form fields include: "Event name *" (with an orange circle), "Case number", "Type of event *" (a dropdown menu), "Event website", and "Previous application no.". On the right side of the form is a map showing a street grid with labels for "Alabama St", "N Ogden St", and "22nd S".

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Once required details have been provided, click on "Next" to move onto the next section.

Type of event *
RENA EVENT

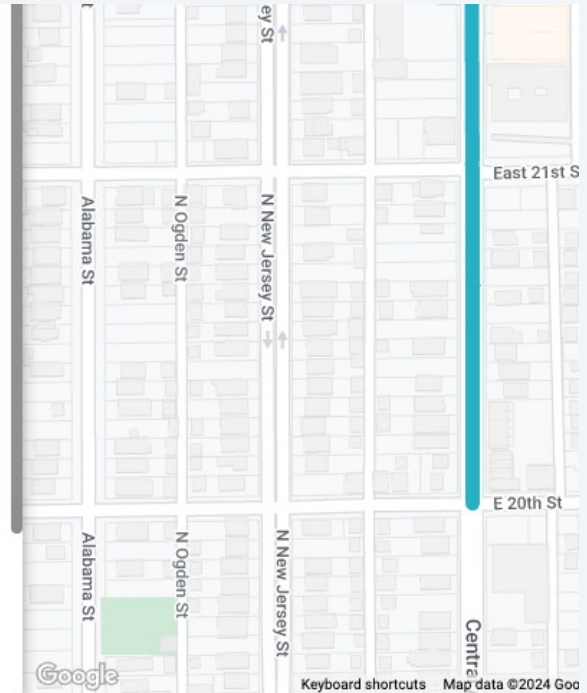
Event website

Previous application no.

Anticipated attendance *
10

Event description *
1st Event Description

[PREVIOUS](#) [NEXT](#)



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This section contains any Special Requests or Requirements relevant to the Event being submitted; contacts, facilities, vendors, etc.

- 1 Applicant
- 2 Event date & time
- 3 Location
- 4 Event description
- 5 Event details**
- 6 Indemnification
- 7 Review

Event details *Required

Public safety contact name

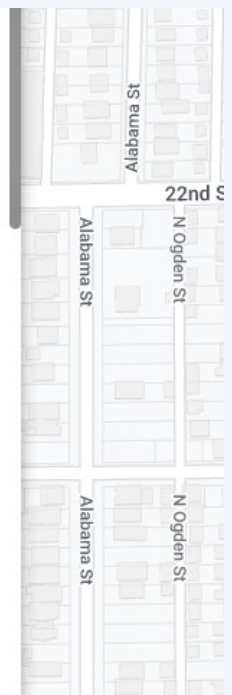
Public safety contact phone number

Agency

Medical plan

Clean up plan

Facilities



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This section is optional, however it is best to provide any applicable information available.



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Special Events Permit

1 Applicant

2 Event date & time

3 Location

4 Event description

5 **Event details**

6 Indemnification

7 Review

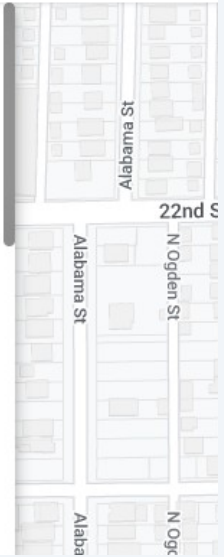
Event details *Required

Public safety contact name

Public safety contact phone number

Agency

Medical plan



20

Once required details have been provided, click on "Next" to move onto the next section.

Other temporary structures

- Yes
- No

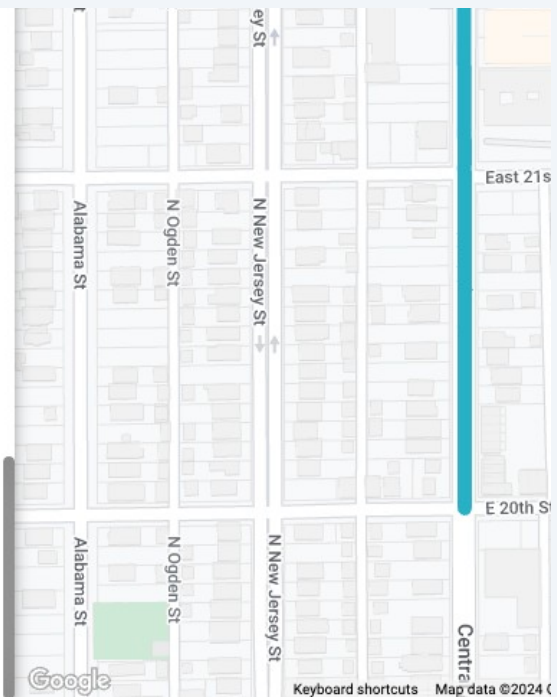
Other temporary structures description

Owner

Special Events

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NEXT



21

This section is the Indemnification for the applicant to certify and confirm the submission of an Event following Indianapolis ordinance.

- 2 Event date & time
- 3 Location
- 4 Event description
- 5 Event details
- 6 Indemnification**
- 7 Review

Sec. 986-106. - Indemnification agreement.
The applicant for a special event license, and any other person on whose behalf the application is made, by filing such application, represents, stipulates, contracts and agrees that he or she will jointly or severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of, persons arising out of or

By checking this box, I agree to the above certification. *

PREVIOUS

NEXT



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User must click on the checkbox to confirm the understanding and agreement of the Indemnification agreement.

- 1 Applicant
- 2 Event date & time
- 3 Location
- 4 Event description
- 5 Event details
- 6 Indemnification**
- 7 Review

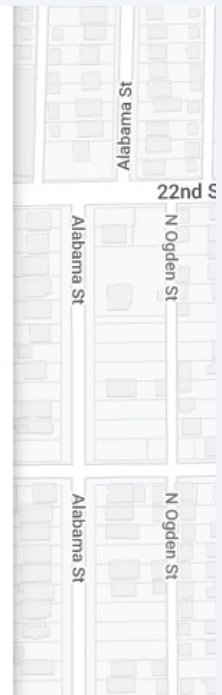
Indemnification *Required

Sec. 986-106. - Indemnification agreement.
The applicant for a special event license, and any other person on whose behalf the application is made, by filing such application, represents, stipulates, contracts and agrees that he or she will jointly or severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of, persons arising out of or

By checking this box, I agree to the above certification. *

PREVIOUS

NEXT



23 Once confirmed, click on "Next" to move onto the next section.

application, represents, stipulates, contracts and agrees that he or she will jointly or severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of, persons arising out of or

By checking this box, I agree to the above certification. *

PREVIOUS

NEXT



24 This section contains a holistic view of all the Event details being submitted. Review all details provided and amend any issues by clicking on the "Previous" button and navigating to the correct section.

- 3 Location
- 4 Event description
- 5 Event details
- 6 Indemnification
- 7 **Review**

Applicant

Applicant name *
Test User 1

Organization
-

Applicant email *
Testuser@test.com

Applicant phone *
123-123-1234

Applicant address *
Test Ave 1

Meters blocked *
Yes



25

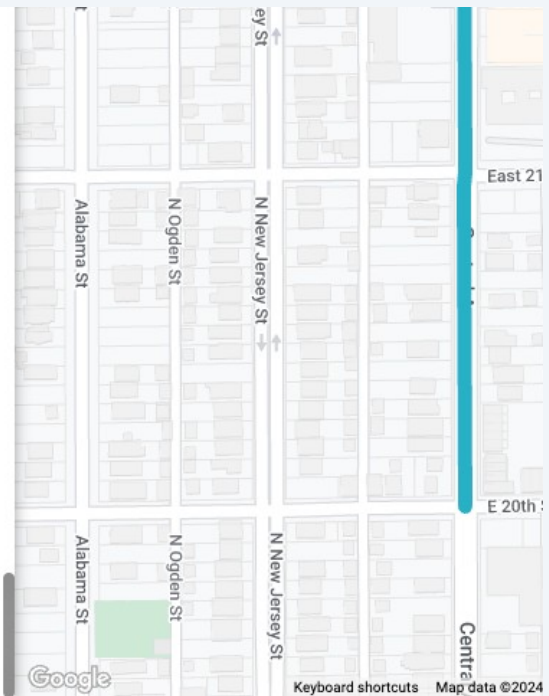
Once details have been reviewed and confirmed, click on submit to finalize the Event submission process.

Sec. 986-106. - Indemnification agreement.
The applicant for a special event license, and any other person on whose behalf the application is made, by filing such application, represents, stipulates, contracts and agrees that he or she will jointly or severally indemnify and hold the city harmless against liability for any and all claims for damage to property, or injury to, or death of, persons arising out of or

By checking this box, I agree to the above certification. *

PREVIOUS

SUBMIT



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User will be prompted with a final confirmation. Click "Submit" to submit the Event to the City of Indianapolis to review.

You have the correct information provided. You cannot view or edit information once it's submitted.

CANCEL

SUBMIT

PREVIOUS

SUBMIT

