



# Block Parties

## Submittal Requirements to Public Works

March 2012

**Purpose:** A Street Use Permit is required when residents or businesses want to temporarily limit access or close a public street for a special event.

### Submittal Requirements:

- Application for Street Use Permit
- Special Event Insurance Form
- Block Parties Special Permit Conditions
- City of Elk Grove Defense, Indemnity and Hold Harmless Agreement
- 8 ½ x 11 Site Map (provide detailed information)
- Resident Petition Form
- Elk Grove Police Department- Attachment (if applicable)
- \$50.00 Permit Fee is due at permit issuance

### Instructions:

1. Fill out Street Use Permit application.
2. Obtain insurance in accordance with the City's requirements. The Risk Management Department can assist you with your insurance needs.
3. Read and sign Block Parties Special Permit Conditions form.
4. Read and sign City of Elk Grove Defense, Indemnity and Hold Harmless Agreement.
5. Provide an 8 ½" x 11" site map showing detailed information for the following: the street name, house addresses, nearest cross streets, and street closure. Indicate where traffic safety equipment for street closure will be located, i.e. signs, barricades.
6. Complete Resident Petition form. Obtain all signatures of home owners who will be affected by the street closure.
7. Submit your permit, site map, and documents to the Public Works Department.
8. A \$50.00 fee will be assessed prior to issuance and pick-up of approved permit.

**Processing Time:** Allow **30 business days** to process the permit prior to the event.

**Street Closure:** Type III (A frame) barricades along with "Road Closed" signage must be used to close all approaches to the event. Barricades (with Warning lights) and "Road Closed" signage must be retro-reflective for night time service. Road closure signs shall be posted at least 24-hours in advance of the event and shall comply with the current edition of the California Manual of Uniform Traffic Control Devices (MUTCD).

The barricade details and all other requirements are on the back side of your permit. It will be your responsibility to have a safe path of travel free from obstructions in the event of an emergency.

The closure will not result in clear, identifiable and substantial detriment to public health, safety or welfare.

**Fireworks:** The permittee shall be responsible for ensuring that there are no illegal fireworks present at the event. If any illegal fireworks or the remains of illegal fireworks are found at the event, the permittee will be cited for those fireworks along with the person(s) responsible for igniting them and future applications for that area may be denied.

**Additional Requirements:** Additional project specific information may be required during review process.

**Insurance Requirements:** General Liability insurance amount shall be determined by the City upon approval. Provide separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents and volunteers named as additional insured. For details, please contact Risk Management at (916) 478-2250.

**Where to Submit Plans:** City of Elk Grove, 8401 Laguna Palms Way, Public Works counter, 2<sup>nd</sup> floor.

**Questions:** If you have any questions regarding the process of submitting Street Use Permits to the City of Elk Grove, please contact (916) 478-2228 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).



City of Elk Grove  
 8401 Laguna Palms Way  
 Elk Grove, California 95758  
 Telephone (916) 478-2228  
 Fax (916) 627-4741

PERMIT NUMBER \_\_\_\_\_

Fee: \_\_\_\_\_  
 Check/Cash/Credit Card

Validation: \_\_\_\_\_

## APPLICATION FOR STREET USE PERMIT

Rev. 04/12

This application requires 30 days for review/processing. Submit a wet signed copy of application to Public Works.

1. Application is made for permission to encroach on City right of way for the activity described below on:

\_\_\_\_\_ between \_\_\_\_\_  
 (Name of Road) (Cross Roads or Address)

2. Description of Activity:

a. Kind/Name of Event:

\_\_\_\_\_ (Parades, Street Closure for Group Function: Dance, Music Festival, Block Party, Etc. – Be Specific)

b. Participants:

\_\_\_\_\_ (Number of Each: Participants, Cars, Bicycles, Horses, Floats, Etc.)

c. Starting Time: \_\_\_\_\_ am/pm Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_ am/pm Date: \_\_\_\_\_

3. **Attach a detailed map and drawing of location** . See page 2 of application under "Traffic Control" for details required on maps or sketches.
4. Applicant shall contact Regional Transit and the local Fire Department serving the area covered by this permit to learn and comply with their requirements and additional instructions, if any.
5. This application must be completed, with all required attachments, and submitted to the City of Elk Grove Development Services Public Works at the above address at least 30 days prior to the activity starting date.
6. Departmental review will be completed within 30 working days of the application date. Permit, if approved, will be mailed to the applicant (or applicant will be notified of denial) no later than 3 days prior to activity date, if not called for at Public Works (address above).
7. Attention is directed to the General Provisions and Specific Conditions attached to this permit and to any Special provisions attached hereto and made a part thereof.
8. Time limit is 10:00pm on Sunday through Thursday and 12:00am Friday and Saturday.
9. **Insurance Requirements:** Applicant must provide a certificate of insurance evidencing \$ \_\_\_\_\_ (amount shall be determined by the City upon submittal) combined single limit for Bodily Injury Liability and Property Damage Liability. An endorsement must be attached naming the City of Elk Grove, its officers, officials, employees, agents and volunteers as Additional Insured.
10. In conformance with the Waste Discharge Requirements, NPDES Number CA S082597, the Applicant is responsible for pickup and removal of the trash and litter generated by this activity. The event area shall be returned to the original condition within 4 hours of the completion of the event.

In consideration of the granting of this Application, it is agreed by the applicant that the Applicant shall indemnify, protect, defend, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage property, loss of use of property, economic loss or otherwise arising out of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the Applicant. It is further agreed that if any part of the activity interferes with the further use of the highway/roadway it must be removed or relocated immediately, as designated by the Director of City Engineering, at the expense of the Applicant.

Application Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**General Provisions and/or Conditions/Comments are attached to this application.**

### PERMIT AUTHORIZATION

**Elk Grove Police**  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works Traffic Engineer**  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Cosumnes Fire Department**  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Risk Management**  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**This permit shall be void unless the activity herein contemplated shall have been undertaken and completed application according to the times and dates establishes above and is not transferable. APPLICATION APPROVED SUBJECT TO CONDITIONS INCLUDED AND IMPLIED AND IS REVOKABLE AT ANY TIME.**

-Director of Public Works

By: \_\_\_\_\_ Date: \_\_\_\_\_

(CONSULT YELLOW PAGES FOR SIGNS AND BARRICADES)

## GENERAL PROVISIONS

**PERMIT:** This permit is issued in accordance with Sections 21100 and 21101 of the California Vehicle Code and Title 9 and 10 of the City of Elk Grove Code.

**PERMITTEE:** No Permits will be issued unless signed by a person or persons of 21 years of age or older.

**APPROVAL:** This permit is subject to the approval of the City of Elk Grove Police Department. This agency may add additional requirements, conditions, or restrictions and may request the Director of Public Works to deny this permit in the interest of public safety if any specific requirements are imposed by this agency, the Applicant shall be responsible for any contact with this agency necessary for fulfilling the additional requirements.

**ACCEPTANCE OF PROVISIONS:** It is understood and agreed by the Applicant that the undertaking of activity under this permit shall constitute an acceptance of all the general and specific conditions hereof.

**KEEP PERMIT ON SITE:** This permit shall be kept at the site of the activity and must be shown to any representative of the Public Works Agency or any law enforcement officer on demand.

**MINIMUM PUBLIC DISTURBANCE:** Loud music, noise, and other disturbances must be kept to a minimum consistent with the wishes of adjacent property owners and occupants and the affected public. Disturbance complaints will result in possible enforcement action and denial of future street use permits.

**MINIMUM INTERFERENCE WITH TRAFFIC:** All activity shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.

**FEES:** There shall be no fee or charge required for vehicles or persons to enter or leave or use City streets.

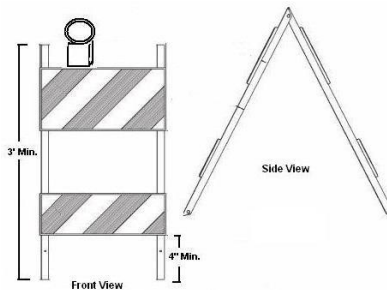
**TRAFFIC CONTROL:** Permittee shall take adequate precautions for the protection of the traveling public. Barricades, red lights, warning signs and flagmen, where necessary, shall be maintained until all obstructions are removed and the roadway is safe for the use of traveling public. City streets shall not be closed or traffic lanes blocked unless specifically permitted on this permit. No structure shall be placed in any street which would impede the movement of vehicles except for movable barricades as authorized herein. Access to a closed street shall be denied to through traffic by placing wooden barricades across the closed street at each intersection with another public street. These barricades shall be placed approximately 10 to 20 feet away from the intersection and shall not impede the movement of vehicles along the intersecting street. Access to a closed street shall be provided for the local traffic and emergency vehicles at all times by leaving a 10 foot gap in the barricading at each location where access is controlled.

A street closure on a residential street which complies with the requirements of the section below on street closures for non-public purposes will normally require no traffic control or directional signs other than the barricades and "Road Closed" signs described in the following sections on barricades and signs. The road closure locations must be shown on a sketch or map.

In addition to meeting the specific conditions indicated below, parades or similar activities may require a detailed traffic detour plan. A traffic detour plan will normally not be required in the case of 30 or fewer legally registered vehicles with a route generally along minor streets provided not more than ½ mile of the route is on a major arterial street or 4 or more lanes in width. In addition the parade speed on the major street must be at least ½ of the posted speed limit. Another example of an event which would not require a detour plan is a walk-a-thon in which all the streets on the route have adequate provisions for pedestrians, the participants are sufficiently spread out, and they obey all traffic laws.

Some activities will require a complete detailed traffic detour plan. An example is a parade with floats, walkers, or horses on a major street. In some cases traffic may be able to be detoured onto two lanes of a 4-lane street while in other cases an alternative route around the parade will have to be provided for traffic. When horses are used in a parade, they must be separated from the traffic by a median island or a vacant traffic lane. A complete detour plan shall include all required signs, barricades, delineators, etc., for safety detouring traffic around the street closure. If it is not clear whether an activity will require a detour plan and/or a street closure, the prospective permittee should contact the City traffic section before submitting the permit application.

**BARRICADES:** Wooden barricades shall have the dimensions as shown in the drawing below. The standard marking for barricades shall be alternate black and white sloping stripes, but black and yellow stripes or all white or all yellow barricades are also acceptable. When striping is employed, each barricade rail shall be marked with alternate black and white (or yellow stripes of 4inch to 6inch widths at an angle of 45 degrees).



Each barricade used at night shall be effectively reflectorized or illuminated and shall be equipped with a battery operated barricade flasher having the following characteristics:

- a) **HEAD ASSEMBLY:** The head assembly shall consist of two lenses for bi-directional operation. The two lenses shall be circular in shape, 7 inches in diameter. Each lens shall have a ½ inch wide perimeter of reflex reflecting median as an integral part of the lens. The color of the lens shall conform to the USASID.10.1 yellow signal lens specifications.
- b) **OPTICAL REQUIREMENTS:** the minimum effective intensity shall be 3.5 candles maintained within an elliptical pattern 9 degrees on each side of the vertical axis, and 5 degrees above and 5 degrees below the horizontal axis.
- c) **DWELL TIME:** The minimum dwell time shall be 150 milliseconds. Battery operated barricade flashers should be mounted a minimum of 3 feet above the roadway.

**SIGNS:** At least one sign reading "Road Closed" shall be placed at each intersection. Each sign shall measure at least 48 inches by 30 inches and shall have 8 inch black letters on a white background. Each sign shall be mounted on a barricade as described above and shall be effectively reflectorized or illuminated if used at night.

## SPECIFIC CONDITIONS

### PARADES:

1. Street closures are allowed only on the following types of residential streets:
  - a. A cul-de-sac or dead-end street intersecting another residential street.
  - b. A circle not greater than ½ mile in length intersected by another residential street.
  - c. A residential street or portion thereof not greater than ½ mile in length, intersected by two other residential streets, where a route equivalent to the closed streets exists within ½ mile of the closed street.
2. Street closures are not allowed on arterial streets or streets where the speed limit is greater than 25 MPH.
3. Street closures must be made at intersections therefore, no less than one block segments shall be considered for approval.
4. Street closures shall be allowed only until 10:00 PM on Sunday through Thursday and until 12:00 AM on Friday and Saturday. The closure shall be removed sooner if so specified on the permit.
5. A written agreement must be submitted including the signature and address of each property owner on a street to be closed and shall indicate each property owner's agreement with or objection to the street at the time and date proposed. This agreement must be completed and attached to the permit application before application will be considered.
6. The permittee shall provide all required barricades and signs as specified under General Provisions and shall be responsible for their placement and maintenance. Signs and barricades of the approved type can be obtained commercially on a rental basis.

## SPECIAL EVENT INSURANCE

*Please Print:*

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Type of event: \_\_\_\_\_

The City's Risk Management Division can assist you by contacting a special events insurance carrier that will provide coverage for your special event at the estimated rates below, if you do not have coverage with your own provider. The prices listed below are estimates only.

Should you need assistance with insurance, contact the City's Risk Management Division for the actual cost. Risk Management requires at least 7-10 working days to obtain and prepare the insurance certificate. If sufficient time is not allowed, possible decline on coverage could occur.

Coverage estimates for one (1) day event:

<input type="checkbox"/> Under 100 people, no liquor	\$122.46
<input type="checkbox"/> 101 to 500 people, no liquor	\$213.36
<input type="checkbox"/> Up to 100 people, with liquor	\$247.46
<input type="checkbox"/> 101-300 people, with liquor	\$363.36
<input type="checkbox"/> 301-500 people, with liquor	\$413.36

### **After Midnight Events:**

- If the event extends beyond Midnight and ends before 2:00 AM, the event is considered one day.
- If an event **with Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days), an additional 15% surcharge to the Liquor premium will be added.
- If the event goes beyond 2:00 AM, an additional day will be charged for the event and liquor.

**Note:** If you are interested in purchasing special event insurance coverage through the City, contact our Risk Management Division at 916.478.2250.



June 2011

## Block Parties Special Permit Conditions

### BLOCK PARTIES/STREET CLOSURE

Residents interested in closing a city street for the purpose of a block party shall obtain a permit from the City of Elk Grove. The permit application must be filed at least within 30 business days prior to the day of the event and the permittee is required to provide insurance. The City will assist permittee with a special event insurance provider to purchase insurance.

Please check the boxes that apply to your event:

- Is this a one day event?  Yes  No Event time is from \_\_\_\_\_ to \_\_\_\_\_
- Anticipated attendance of event:  under 100,  101-300,  301-500
- Will there be alcoholic beverages at this event?  No  Yes

### Permit Requirements and Conditions:

1. The sale of tickets, food, beverages or other items is prohibited and no admission fees may be charged.
2. The permittee shall be responsible for ensuring that no illegal fireworks are present at the event. If any illegal fireworks or the remains of illegal fireworks are found at the event, the permittee will be cited for those fireworks along with the person(s) responsible for igniting them and future applications for that area may be denied.
3. Type III (A frame) barricades along with "Road Closed" signage must be used to close all approaches to the event. Barricades (with warning lights) and "Road Closed" signage must be retro-reflective for night time service. Road closure signs shall be posted at least 24 hours in advance of the event and shall comply with the current edition of MUTCD\* guidelines.
4. The preparation or conduct of the event will not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment on the site.
5. The closure will not result in clear, identifiable and substantial detriment to public health, safety or welfare.
6. The event shall not exceed any occupant load limit that may be determined by the Cosumnes Community Services District Fire Department.
7. The permittee is responsible for notifying in writing nearby residents of the specifics of the event and street closure. Signature of two-thirds of the residents and businesses on both sides of the street to be closed shall be obtained and all applicable fees must be paid prior to permit issuance.
8. The City's transit department determines that the closing of the street will not unduly impede, obstruct, or interfere with the operation of the City bus and transportation systems.
9. The proposed use, event, or activity does not otherwise present a substantial or unwarranted safety, noise, or traffic hazard. Any amplified music, sounds, sound effects, etc. shall be kept to a minimum to avoid disruptions to neighbors around the event.
10. The proposed event will not include live animals, except participants with dogs on leashes per City regulations.
11. The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated. Calls for police services during this event may be terminated by the City of Elk Grove Police Department to meet public health, safety or welfare requirements.

I have read and understand the permit requirements and conditions as listed above and agree to be in compliance.

\_\_\_\_\_  
(Permittee signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Date)

(\*See reverse side for definition)

*\*Signage for road closures is to be consistent with the current edition of the California Manual on Traffic Control Devices (MUTCD). Type III "A" frame barricades are to be positioned in the travel lanes in advance of the closure. Regulatory signage: Road Closed (R11-2) is to be securely attached to each barricade. A minimum of three (3) barricades is required at each end of the closure. Closure signage should be positioned to give adequate advance notice to motorists and provide alternate routes of travel (i.e., turn left or right a closure). During hours of darkness, the barricades and signage shall be retro-reflective and have flashing warning lights.*



**City of Elk Grove  
DEFENSE, INDEMNITY AND  
HOLD HARMLESS AGREEMENT**

*(Please print)*

\_\_\_\_\_  
*(Name of permittee)*

Whose address is \_\_\_\_\_

\_\_\_\_\_, California,

Hereinafter "Indemnitor," in consideration of receiving a Community Event Permit for (specify event/activity name, date, and location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agrees to the following terms and conditions:

Indemnitor shall, at indemnitor's own costs and expense, defend the City of Elk Grove and each of its officers, officials, employees, agents and authorized volunteers ("the City") from and against any and all claims, damages, expenses, including reasonable attorney's fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity ("claims") resulting from the alleged willful or negligent acts or omissions of indemnitor, its officers, agents, or employees. In addition to bearing the full cost and expense of defending the City, the Indemnitor shall also indemnify and hold the city harmless from any settlement entered into and any judgment that may be rendered against the City as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions of the Indemnitor or Indemnitor's officers, agents or employees in connection with the event or activity as specified above.

IN WITNESS WHEREOF, this Agreement is executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

INDEMNITOR:

by \_\_\_\_\_

\_\_\_\_\_  
*(print name)*

# Resident Petition Form

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Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_

All businesses or residential property owners or lessees within the road closure shall give their acknowledgement in writing to the person or organization seeking the permit. The signature, address, phone number, and approval/disapproval of each person who is either a property owner or lessee within the requested barricaded area must appear below. **Please note that non-participating residents shall have access to leave and enter anytime.**

Homeowner Name (printed name)	Address	Phone Number	Circle One	Signature
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	
			Approve / Disapprove	

\*\* Additional photocopies can be made if necessary.

ADDITIONAL APPROVAL, IF APPLICABLE:

A. COUNTY DEPT HEALTH SERVICES

Will this event be catered? **Yes** \_\_\_\_ **No** \_\_\_\_

If yes, contact the Sacramento County's Department of Environmental Health at (916) 876-7221.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_



B. PARK AND RECREATION

Does your event border a city park or recreation center? **Yes** \_\_\_\_ **No** \_\_\_\_

If yes, contact Cosumnes Community Services District at (916) 405-5300. If a permit is required, attach a copy to this request.

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_



# City of Elk Grove

## Police Department



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### STREET USE PERMIT ATTACHMENT

March 14, 2011

To Whom It May Concern:

The Elk Grove Police Department is committed to the safe and efficient flow of traffic within our community. The City of Elk Grove has a population of approximately 153,000 people and spans approximately 44 square miles.

Prior to the incorporation of the City, certain events may have been conducted without having to notify the law enforcement entities within the County of Sacramento. Because of the current size of the City, both in housing and vehicles, the Elk Grove Police Department has determined a need for the use of off-duty police officers to provide safety and organization for special events.

We understand that there will be volunteers and organizers that will assist to control your event. However, we have a professional obligation to protect the integrity of the City's traffic flow as well as the safety and security of those affected by your event. For certain road closures or special events under a Street Use Permit, the applicant must have an adequate number of off-duty officers and/or vehicles dedicated to the event. It is our intent to work with your organization wishing to use our city to hold special events.

The cost for each officer is \$37.00 per hour, vehicles are \$7.00 per hour per officer and administrative fees are \$5.00 per hour with a four (4) hour minimum for events scheduled Friday through Sunday. Costs are the same for events scheduled Monday through Thursday. The only difference is the minimum hours are decreased to (3) hours. This rate is for fully trained, uniformed off-duty police officers. Please be aware that we must have at least 30 business days notice prior to start of your event.

Please contact Ann Grout with Elk Grove Police Department at (916) 627-3711 to obtain the required applications.

Thank you!