



# Block Parties

## Submittal Requirements to Public Works

August 2011

**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
- \$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 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.

**Where to Submit Plans:** City of Elk Grove, 8401 Laguna Palms Way, Public Works counter.

**Questions:** If you have any questions regarding the process of submitting Street Use Permits to the City of Elk Grove, please contact (916) 478-2256 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).