



Special Events/Street Closures Submittal Requirements to Public Works

November 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.

Processing Time: Allow **30 business days prior to date of your event for review and processing.**

Submittal Requirements:

- Application for Street Use Permit
- Special Permit Conditions
- General Liability Insurance w/ Separate Endorsement
- City of Elk Grove Defense, Indemnity and Hold Harmless Agreement
- 11"x17" Detailed Site Map
- Separate Sheet with detailed information about event.
- \$50.00 Permit Fee is due at permit issuance

Instructions:

1. Read thoroughly and 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 City of Elk Grove Defense, Indemnity and Hold Harmless Agreement.
4. Provide an 11" x 17" site map showing detailed information for the following: the street names, nearest cross streets, and street closure. Indicate closest landmarks/buildings. Indicate where traffic safety equipment for street closure will be located, i.e. signs, barricades.
5. Submit your permit, site map, and documents to the Public Works Department.
6. A \$50.00 fee will be assessed prior to issuance and pick-up of approved permit.

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. A meeting may be required with all departments/agencies prior to permit issuance.

Submittals to Other Departments/Public

Agencies: Separate application may be required by other departments. For information please contact, the Planning Department at (916) 478-2265; Integrated Waste and Transit Department at (916) 683-7111; and CSD Fire at (916) 405-7100.

Insurance Requirements: General Liability insurance with \$1M per occurrence/\$1M aggregate. Provide separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents and volunteers named as additional insured. For more information, please contact Risk Management at (916) 478-2250.

Where to Submit Plans: City of Elk Grove, 8401 Laguna Palms Way, Public Works counter, 2nd 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.