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STREET USE PERMIT Checklist

General Services 6360 Fountain Square Drive, Citrus Heights, CA 95621 Ph: (916) 727-4770 Fax: (916) 727-1454

Complete this sheet for approval by City of Citrus Heights Engineer **prior** to filling out and turning in the application with all required documentation. Applications must be turned in 30 days prior to the event.

Name: _____ Date:_____

Address: _____

Email: _____ Phone/Cell: _____

Street Names for Closure: _____

_____

Is this a one day event? **Yes** **No** Date: _____ Time: _____

Anticipated attendance or participants? _____

Will there be alcoholic beverages? **Yes** **No** Permit? _____

Type of event or reason for street use permit (*parade, block party, festival, etc.*):

_____

_____

Attach a Google map or drawing of the streets showing the proposed closure. This can be emailed to generalservices@citrusheights.net or walked in to the General Services Office. The Engineer will either approve the street closure or deny it. Once approved you will be contacted and informed of the Engineer's decision to move forward or not.

Use the checklist below to help prepare your permit. Please see the General Provisions page for requirements.

	Completed Application?		Sanitation Agreement?
	Map Attached?		Water Provider?
	Insurance Attached?		Approved Barriers?
	Food Permit (Health Department)		Approved Banners?
	Copy of Event flyer?		Alcohol Permit? (ABC)
	Copy of Neighborhood Petition?		Security or Police Escort?
	Engineer Approval?		Police Department Approval?
	Fire Approval?		

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Street Use Permit General Provisions

General Services 6360 Fountain Square Drive, Citrus Heights, CA 95621 Ph: (916) 727-4770 Fax: (916) 727-1454

PERMIT: This permit is issued in accordance with Sections 21100 and 21101 of the California Vehicle Code and Title 10 of the Sacramento County Code.

PERMITEE: No permits will be issued unless signed by a person or persons 21 years of ages or older.

APPROVAL: This permit is subject to the approval of the California Highway Patrol, Fire Department and the Citrus Heights Police. Any of these agencies may add additional requirements, conditions, or restrictions and may request the Director of Public Works deny this permit in the interest of public safety if any specific requirements are imposed by any of these agencies, the applicant shall be responsible for any contact with them necessary for fulfilling the additional requirements.

a. Applicant is responsible for obtaining insurance and providing copy with application.
b. Applicant is responsible for obtaining signatures from the Police Department Traffic Sergeant and Fire Inspector. To contact the Fire Inspector call (916) 727-4940 and to contact the Police Traffic Sergeant call (916) 727-5500.

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 Department.

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 a City highway.

TRAFFIC CONTROL: Permitee 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 the traveling public. Highways shall not be closed or traffic lanes blocked unless specifically permitted on this permit. No structure shall be placed in any public 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 local traffic and emergency vehicles at all times by leaving a 10-foot gap in the barricading at each location where access is controlled. **City does not provide traffic control devices.**

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 1/2 mile of the route is on a major arterial street of 4 or more lanes in width. In addition, the parade speed on the major street must be at least 1/2 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 walkers 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. Another example would be a community function which requires closing 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 alternate route around the parade route 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 safely 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 permitee should contact the Public Works Department before submitting the permit application.

BARRICADES: Wooden barricades shall have the dimensions as shown in the Drawing. 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 acceptable. When striping is employed, each barricade rail shall be marked with alternate black and white (or yellow stripes of 4 inch to 6 inch 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: **City does not provide traffic control devices.**

(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 1/2 inch wide perimeter of reflex reflecting median as an integral part of the lens. The color of the lens shall conform to the USASI D. 10. I 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) FLASH RATE: The flash rate shall be 55 to 75 flashes per Minute.

(d) 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 barricaded 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. A suitable map or sketch must be furnished legibly showing the parade route including direction of travel on each City road and points of beginning and ending.

2. This permit does not authorize any violations of the California Vehicle Code or of any other laws, codes, or ordinances affecting the location concerned.

3. Parade routes should be restricted, whenever possible, to roads with low traffic volumes. Parades with routings along or crossings of arterial streets are in general undesirable and may not receive permit approval.

4. "No person shall operate a vehicle, or join in or be a member of any procession, parade or assemblage on any public highway without a permit first having been issued by the Director. No permit shall be valid on an arterial or through highway during the hours of 4:00 PM to 6:00 PM or during the hours of darkness or between the 10th of December and the 26th of December in any year" (Sacramento County Code , Title 10.32.020).

5. The applicant is responsible for the cleanup of the roadway of all debris deposited by the parade participants or spectators immediately after the parade. The applicant is further responsible for cleanup of the highway right-of-way outside the roadway and adjacent property of any parade related debris within two hours following the parade.

6. A written agreement must be submitted including the signature and address of each property owner and in the case of leased establishments/each business owner on a street to be closed and shall indicate any each property owner's agreement with or objection to the street closure at the time and date proposed. This agreement must be completed and attached to the permit application before the application will be considered. A flyer must also be submitted with the application stating event name, time, date etc. This flyer will be given to each resident or business on the street that will be closed.

STREET CLOSURES FOR NON-PUBLIC PURPOSES

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 1/2 mile in length intersected by another residential street.
    c. A residential street or portion thereof not greater than 1/2 mile in length, intersected by two other residential streets, where a route equivalent to the closed streets exists within 1/2 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 PM 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 agreement with or objection to the street closure at the time and date proposed. This agreement must be completed and attached to the permit application before application will be considered. (Petition)

6. The permitee 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 by purchase or on a rental basis.

7. Band/Loud Noises - The City does NOT issue permits to break the noise ordinance.

8. If Police escort is necessary, applicant must coordinate with the police department ahead of time. They can include this information on the permit and then refer them to Citrus Heights Traffic Sergeant, three (3) weeks ahead of time.

9. Applicant shall notify the Fire Department, at least 3-5 days prior to the event.

10. The applicant is responsible for the cleanup of the roadway of all debris deposited by the participants or spectators immediately after the event. The applicant is further responsible for cleanup of the highway right-of-way outside the roadway and adjacent property of any event related debris within two hours following the event.

11. Application checklist is as follows: application, neighborhood petition, and flyer informing neighbors of the closure, applicable insurance, proof of food or alcohol permits, date/time of the event, map of proposed closure which is subject to revision by Engineering & Traffic department, signature of police traffic unit, signature of fire inspector.

INSURANCE

Applicant may provide their own insurance or contact City of Citrus Heights Risk Management Division and ask for a quote on Special Events Insurance through the City. Phone main City Hall number (916) 727-4700 and ask to be transferred to Risk Management.

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Street Use Permit Application

General Services 6360 Fountain Square Drive, Citrus Heights, CA 95621 Ph: (916) 727-4770 Fax: (916) 727-1454

Application Date: _____ **PERMIT NUMBER** _____

Street Use Permit includes, but is not limited to, any temporary/ongoing activity that occurs on public (or possible private) property that affects the ordinary use of public street, rights-of-way, sidewalks, traffic, etc. and/or generates considerable public participation. This application process ensures that the activity meets legal requirements, allows the City to adequately schedule public services needed, and alerts the appropriate departments.

Attention is directed to the General Provisions and Specific Conditions attached to this permit application and to any Special Provisions attached hereto and made a part hereof. ***You must be at least 21 years of age or older to submit for a street use permit.***

Street Name: _____ From: _____ To: _____

Event Set-Up Time/Date: _____ Event Break-Down Time/Date: _____

Event Start Time/Date: _____ Event End Time/Date: _____

*(**Attach map or sketch** outlining route or roads included if more than one road is involved.)*

Description of Activity:

(a) Type: _____
(Parade, Street Closure for Group Function: Dance, Music Festival, Block Party, Etc., - Be Specific)

(b) Participants: _____
(Number of - Walkers, Cars, Bicycles, Horses, Floats, Etc.)

1. **Applicant must check** with 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, before permit can be finalized and issued.
2. **This application must be completed** with all required attachments, and submitted to the City of Citrus Heights, Department of Public Works at the above address **30 days** prior to the activity starting date.
3. **Time limits** 10:00 pm on Sunday through Thursday and 12:00 pm on Friday and Saturday.
4. **Food** If food is to be sold at the event a permit from the Health Department is to be obtained and attached.
5. **Sanitation and water** to be provided? **[ ]Yes [ ]No** – If the City determines that such service is necessary, it must be provided and paid for by applicant, and promptly removed after the event.
6. **Banners or special signs** If a banner or special sign is desired to be hung for an event, please contact the Community Development Department at (916) 727-4740 Monday – Friday (8:00am – 4:30pm)
7. **General Liability Insurance** Commercial General Liability Insurance no less broad than ISO form CG 00 01. Minimum Limits: 1,000,000 per Occurrence; 2,000,000 General Aggregate; 2,000,000 Products-Completed Operations Aggregate. Prior written consent is required if the insurance has a deductible or self-insured retention in excess of $25,000. **City** must be an additional insured for liability arising out of operations performed by or on behalf of the Licensee or Permitee for which a permit has been issued (ISO endorsement CG 20 12 or equivalent). The insurance provided to **City** as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by **City**. Thirty (30) days' prior written notice of cancellation or material change must be provided to **City.** The policy must cover inter-insured suits and include a “separation of Insureds” or “severability” clause which treats each insured separately. The **Required Evidence of Coverage:** Copy of the additional insured endorsement or policy language granting additional insured status; and properly completed Certificate of Insurance. This Certificate of Insurance must be submitted with the application and be acceptable to the City prior to finalizing the permit.

8. **Hold Harmless Stipulation** – Permitee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of permitee, its officers, agents, employees, customer, or licensees, or arising from or out of permitee's failure to comply with any provision of this permit, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto. It is further agreed that if any part of this activity interferes with the future use of the highway it must be removed or relocated, as designated by the Director of Public Works, at the expense of the applicant or his successor in interest.

Signature of Authorized Representative of Sponsoring Event *(Must be 21 years or older)* Date

Print Name/Title: _____ Proof of ID: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____ Email: _____

Name of Emergency Contact During and After-Hours of the Event: _____

Emergency Contact Phone: Day: _____ Evening: _____

Additional Note to Applicant

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. Additionally, other fees may be assessed (i.e., fire, aid and/or police services). The City will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be up to the applicant to provide required and approved documentation where deemed appropriate.

This application may be denied if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and hydrants; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standard. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

ADDITIONAL PERMIT CONDITIONS:

PERMIT AUTHORIZATION: _____ **PERMIT NUMBER:** _____

Traffic Review By:				Date		Phone:	
Police Review By:				Date		Phone:	
Fire Review By:				Date		Phone:	
TYPE EVENT	*Parade, Race, Block Party*		**STREET MAP**		**PROOF OF INSURANCE:**	*Company name & Dates*	
FOOD PERMIT		WATER:		SANITATION		BARRIERS	
FEES PAID	$		PETITION		EVENT FLYER	BANNERS	

Application approved subject to conditions included and implied and is revocable at any time.

Approved By – Leslie Blomquist, City Engineer Date

STREET USE PERMIT
Petition for Road Closure

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General Services 6360 Fountain Square Drive, Citrus Heights, CA 95621 Ph: (916) 727-4770 Fax: (916) 727-1454

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 that no participating residents shall have 'reasonable access' to leave and enter anytime. This 'reasonable access' shall not be in a manner which disrupts or otherwise interferes with the function taking place.

We, the undersigned, hereby request that _____ *(road)*

between _____ *(road)* and _____ *(road)* be closed

to through traffic on _____ between the hours of _____ AM/PM to

_____ AM/PM for the event described: _____

_____

_____

NAME	ADDRESS	PHONE	SIGNATURE	APPROVE Yes or No