Street Use Permit
Street Closure Special Events – Submittal Requirements

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 (i.e., Homecoming Events, Running Event, Dance, Music festival).

Processing Time: Allow 60 calendar days prior to date of your event for review and processing.

Submittal Requirements (if applicable):
- Application for Street Use Permit (page 3)
- General Provisions (page 4)
- Special Permit Conditions (page 5 and 6)
- Off-Duty Letter from Elk Grove Police Department
- Provide General Liability Insurance with Separate Endorsement (see Insurance Requirements)
- Provide aerial map to show areas of street closures (i.e., Google Maps)
- Provide a separate sheet with detailed information about event (i.e., timeline of event)
- Pay $50.00 Processing Permit Fee.

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. Provide an aerial 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, etc.
4. Submit your permit, site map, and documents to the Public Works Department.
5. A $50.00 processing fee will be assessed prior to issuance and pick-up of approved permit. Payment of the fee doesn’t ensure a permit will be issued.

Street Closure: Type III (A frame) barricades along with “Road Closed” signage shall be used to close all approaches to the Block Party. Barricades (with Warning lights) and “Road Closed” signage shall be retro-reflective for night time service. Road closure signs shall be posted at least 24-hours in advance of the Block Party 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.

General and Special Business License: The permittee shall be responsible for ensuring that they have a General and Special Business License from the City of Elk Grove. For more information, please check the City’s website:
http://www.elkgrovecity.org/city_hall/departments_divisions/business_license

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 Development Services Department at (916) 627-3436; Integrated Waste and Transit Department at (916) 478-2256; and CCSD Fire at (916) 405-7100.

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

Where to Submit Plans: City of Elk Grove, Public Works Counter – 2nd Floor, 8401 Laguna Palms Way, Elk Grove, CA 95758. You may also submit application online at epermitsonline@elkgrovecity.org.
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.
APPLICATION FOR STREET USE PERMIT

April 2017

This application requires 60 calendar 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:

   (Name of Road)  __________________________
   between  __________________________________
   (Cross Roads or Address)  ________________________

2. Description of Activity:
   a. Kind/Name of Event:

   (Homecoming Event, Street Closure for Group Function, Dance, Music Festival, etc. – Be Specific)

   b. Participants:

   (Number of Each: Participants, Cars, Bicycles, Horses, Floats, Bounce Houses, etc.)

   c. Starting Time: _____ am/pm    Date: __________
   Completion Time: _____ am/pm    Date: __________

3. (Initial __) Attach a detailed map and drawing of location. See page 2 of application under “Traffic Control” for details required on maps or sketches.

4. (Initial __) Applicant shall contact City’s Transit Division and CSDD Fire Department to learn and comply with their requirements and additional instructions, if any.

5. (Initial __) This application shall be completed, with all required attachments, and submitted to the City of Elk Grove Development Services Public Works at the above address at least 60 calendar days prior to the activity starting date.

6. (Initial __) Departmental review will be completed within 60 calendar 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 picked up at the Public Works counter (address above).

7. (Initial __) Applicant has read, understands and agrees to the General Provisions and Specific Conditions attached to this permit and to any Special provisions attached hereto and made a part thereof.

8. (Initial __) Event must conclude by 10:00pm Sunday through Thursday and by 12:00am on Friday and Saturday.

9. (Initial __) Insurance Requirements: Applicant shall 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. A separate endorsement shall be attached naming the City of Elk Grove, its officers, officials, employees, agents and volunteers as Additional Insured.

10. (Initial __) In conformance with the Waste Discharge Requirements, NPDES Permit Number CAS082597, 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.

11. Indemnification, Defense, and Hold Harmless Agreement: 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 shall be removed or relocated immediately, at the expense of the Applicant.

Application Date: __________________________ Applicant Name: __________________________
Signature: __________________________ Address: __________________________
Telephone Number: __________________________ Email: __________________________

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

(CONSULT YELLOW PAGES FOR SIGNS AND BARRICADES)

PERMIT AUTHORIZATION

Elk Grove Police Department- Reviewed By: __________ Date: __________
Cosumnes Services District, Fire Department- Reviewed By: __________ Date: __________
Public Works Traffic Engineer- 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 established above and is not transferable.

APPLICATION APPROVED SUBJECT TO CONDITIONS INCLUDED AND IMPLIED AND IS REVOKABLE AT ANY TIME.

By: __________________________ Date: __________

-Director of Public Works
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 that 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 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 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 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:

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 5 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.

EVENTS:

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 of 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 approval 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.
STREET CLOSURE SPECIAL EVENTS
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 shall be filed at least within 60 calendar days prior to the day of the event and the permittee is required to provide insurance. Applicant shall obtain insurance in the amount acceptable to the City of Elk Grove.

Please check the boxes that apply to your event:

- Is this a one day event? ☐Yes ☐No  Event time is from ___________ to ___________
- Number of event day(s) ______________________
- Anticipated attendance of event:  ☐ under 100,  ☐ 101-300,  ☐ 301-500  ☐ #____________
- Will there be alcoholic beverages at this event? ☐Yes ☐No

Permit Requirements and Conditions:

1. The sale of food and beverages are controlled by Section 4.35.300 Vendor Permit. Please see requirements for Vendor Permit, which is a separate application.
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 permit may be revoked, 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 shall be used to close all approaches to the event. Barricades (with warning lights) and “Road Closed” signage shall 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 shall not unduly impede, obstruct or interfere with the operation of emergency vehicles or equipment on the site.
5. The closure shall not jeopardize public health, safety or welfare.
6. The event shall not exceed any occupant load limit that may be determined by the CCSD Fire Department. Please contact the Fire Department for their requirements at (916) 405-7100.
7. The permittee is responsible for notifying in writing nearby residents of the specifics of the event and street closure as directed by Traffic Engineer.
8. The City’s Transit Department shall determine that the closing of the street will not unduly impede, obstruct, or interfere with the operation of the City bus and transportation systems before a permit will be issued.
9. Applicant shall immediately contact upon submittal the City’s Integrated Waste Department to ensure they have fully addressed the trash and debris that will be generated by the block party. Please contact Integrated Waste Department for their requirements at (916) 478-2256.
10. The proposed use, event, or activity must 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.
11. The use or presence of animals in or at the event shall be in compliance with California state and local laws and regulations, including, without limitation, laws and regulations pertaining to the care, handling, and confinement of animals.
12. The proposed event shall 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 result in the permit being revoked by the City of Elk Grove Police Department to meet public health, safety or welfare requirements.

13. The permittee shall not include inflatable rides, including but not limited to bounce house, waterslides and obstacle courses without express approval of the City.

14. Indemnification, Defense, and Hold Harmless Agreement: 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 shall be removed or relocated immediately, at the expense of the Applicant.

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

__________________________________  __________________________  ________________
(Permittee signature)                  (Print name)                        (Date)

*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.*
ADDITIONAL APPROVAL FORM**

NAME OF EVENT: _______________________________________________________________

DATE OF EVENT: ______________________

A. COUNTY DEPARTMENT OF HEALTH SERVICES

Will this event offer food or drinks for sale? YES _____ NO _____

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

APPROVED BY: ______________________________ DATE: ____________________

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B. PARKS AND RECREATION:

Is your event adjacent to a City park or recreation center? YES _____ NO _____

If yes, please contact the CCSD at (916) 405-5300.
If a permit is required, please attach a copy to this request.

APPROVED BY: ______________________________ DATE: ____________________

** If your event will have food catering and/or will border a City park or recreation center, please fill out this form. Make a copy for Public Works and submit a signed form from the applicable Agencies.
The Elk Grove Police Department (EGPD) is committed to the safe and efficient flow of traffic within our community. The City of Elk Grove has a population of over 161,000 people and spans about 44 square miles.

Due to the current size of the city, both in vehicular and population base, the EGPD may require those entities organizing special events to utilize police officers to promote a safe environment for those attending, as well as for the community of Elk Grove.

While we understand there may be volunteers and organizers who will assist in providing a traffic-control mechanism for your event, the EGPD has 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 specific road closures or special events under a Street-Use Permit, the applicant must have an adequate number of officers and/or police vehicles dedicated to the event. It is our intention to work with your organization and its desire to utilize the City of Elk Grove to hold special events.

If the condition of the Street-Use Permit requires the use of police officers, the following shall apply:

1. The current maximum off-duty rate for an officer is $80.00 per hour;
2. There is a one-time administration cost of $5 per hour per officer;
3. There is a one-time vehicle fee of $7 per police vehicle or police motorcycle; and
4. There is a three-hour minimum per officer Monday – Thursday, and a four-hour minimum per officer Friday – Sunday.

Questions regarding the hiring of off-duty officers can be referred to the Off-Duty Coordinator at (916) 627-3711 and offduty@elkgrovepd.org
Off Duty Police Assignments

Established Rates of Pay

<table>
<thead>
<tr>
<th>Role</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
<td>$65.00</td>
</tr>
<tr>
<td>Community Services Officer</td>
<td>$42.00</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$80.00</td>
</tr>
<tr>
<td>Vehicle/Motorcycle Fee</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$ 5.00</td>
</tr>
</tbody>
</table>

Whenever a request is made for the assignment of more than five officers, the sixth officer assigned shall be a supervisor and paid at the appropriate supervisor rate.

If you have any further questions regarding the employment of off-duty Police Officers, please call the Off-Duty Work Coordinator at 916-627-3711 or email offduty@elkgrovepd.org.