



**City of Elk Grove**  
**Street Use Permit – Special Events/Block Party/Film**  
**8401 Laguna Palms Way, Elk Grove, CA 95758**  
**Phone (916) 627-3320**  
**Email [pwpermits@elkgrovecity.org](mailto:pwpermits@elkgrovecity.org)**  
**[www.elkgrovecity.org](http://www.elkgrovecity.org)**

Permit Type	
Permit Number	
EGPD	
CCSD Fire	
PW Department	
Insurance	
Issued Date	

## Street Use Permit – Special Events Application

**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
- Provide General Liability Insurance with Separate Endorsement (See Insurance Requirements)
- Provide aerial map to show areas of street closures.
- Provide a timeline of the event.
- Provide Traffic Control Plan.
- Pay \$50.00 Processing Permit Fee

**Instructions:**

1. Read thoroughly and fill out Street Use Permit application and provide an aerial map to show areas of street closures, timeline of the event, and traffic control plans.
2. Obtain insurance in accordance with the City's requirements. The Risk Management Department can assist you with your insurance needs.
4. Submit your applications and documents electronically through our Permits Portal Center (<https://elgr-trk.aspgov.com/eTRAKIT/>) or over the counter at City of Elk Grove 8401 Laguna Palms Way.
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.
6. If your event would like to employ extra-duty officers, please call the Extra-Duty Coordinator at (916) 627-3711 or email [extraduty@elkgrovepd.org](mailto:extraduty@elkgrovepd.org).

**APPLICATION INFORMATION**

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

\_\_\_\_\_ (Name of Road, Crossroads, 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 Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ am/pm Completion Time: \_\_\_\_\_ am/pm

d. Anticipated attendance of event:  Under 100  101-300  301-500  # \_\_\_\_\_

e. Will there be alcoholic beverages at this event?  Yes  No

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 CCSD 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 Public Works Department of City of Elk Grove 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 \$1,000,000 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. 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.

a. Will this event offer food or drinks for sale?  Yes  No

If yes, contact the Sacramento County's Department of Environmental Health at (916) 876-1715.

Approved By: \_\_\_\_\_

12. The Applicant 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 Applicant will be cited for those fireworks along with the person(s) responsible for igniting them and future applications for that area may be denied.

13. 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 nighttime 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.

# Street Use Permit – Special Events Application Continued

14. 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.
15. The closure shall not jeopardize public health, safety, or welfare.
16. 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.
  - a. 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: \_\_\_\_\_
17. The Applicant is responsible for notifying in writing nearby residents of the specifics of the event and street closure as directed by Traffic Engineer.
18. The City shall determine 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.
19. Applicant shall immediately contact upon submittal the City's Recycled and Waste Division to ensure they have fully addressed the trash and debris that will be generated by the block party. Please contact Recycled and Waste Division for their requirements at (916) 478-2256.
20. 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.
21. 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.
22. 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.
23. The Applicant shall not include inflatable rides, including but not limited to bounce house, waterslides, and obstacle courses without express approval of the City.
24. General and Special Business License: The Applicant 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](http://www.elkgrovecity.org/city_hall/departments_divisions/business_license).
25. 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.
26. 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 at (916) 478-2256; SacRT at (916) 687-3030; and CCSD Fire at (916) 405-7100.
27. 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.
28. Indemnification, Defense, and Hold Harmless Agreement: 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.

By signing this permit application, I have read and understand the permit requirements and conditions as listed above and agree to be in compliance.

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

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## PERMIT AUTHORIZATION

Elk Grove Police Department  
Cosumnes Services District Fire Department  
Traffic Engineer  
Risk Management  
Engineering Services Division Manager

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
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: \_\_\_\_\_  
(Signature of Director of Public Works)

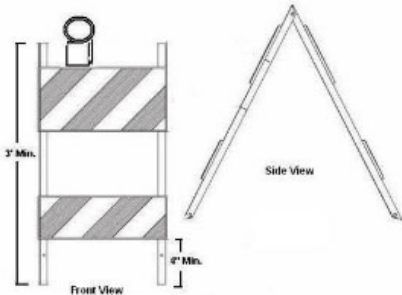
# Street Use Permit – Special Events General Provisions

**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.

**APPLICANT:** 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 Department 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. Transit shall be contacted at least 5 business days prior to the start of work if work will have any direct impact to bus routes or stop locations. Transit requires advance notice to redirect passengers to another bus stop location or route. For more information, contact Sacramento Regional Transit District (SacRT) at (916) 687-3030 to discuss possible bus stop closure or route changes.

**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. 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.

The closure will shall not jeopardize public health, safety, or welfare.

**ANIMAL USE:** 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.

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.

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

**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.

**TRAFFIC CONTROL:** Applicant 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 closure 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 Applicant should contact the City traffic section before submitting the permit application.

**BARRICADES:** 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 nighttime 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. 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. 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 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:

- 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 width perimeter of reflex reflecting median as an integral part of the lens. The color of the lens shall conform to the USAID 10.1 yellow signal lens specifications.
- 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.
- 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:

- Street closures are allowed only on the following types of residential streets:
  - A cul-de-sac or dead-end street intersecting another residential street.
  - A circle not greater than ½ mile in length intersected by another residential street.
  - 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.
- Street closures are not allowed on arterial streets or streets where the speed limit is greater than 25 MPH.
- Street closures must be made at intersections therefore, no less than one block segments shall be considered for approval.
- 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.
- 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.
- The Applicant 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