



## **City of Pleasanton BLOCK PARTY APPLICATION**



Residential block parties that temporarily close streets and other public rights of way require a permit from the City of Pleasanton. The permit application and permit requirements are provided below and in the attached documents.

The applicant must be present during the event and must abide by, and ensure compliance with, the provisions of the permit, rules and regulations for street closures, Residential Block Party Emergency Procedures, the Pleasanton Municipal Code, and all other applicable federal, state and local laws. Additional requirements for the Residential Block Party may be required by other City departments and Livermore-Pleasanton Fire Department (LPFD). Any violations of conditions directed by on-duty police personnel, other City employees, or LPFD may result in immediate termination of the permit.

Applications must be submitted to the Police Department's Special Operations Unit at least 10 working days before the event.

### **Please submit the completed application to:**

Special Events Sergeant  
City of Pleasanton Police Department  
4833 Bernal Avenue  
Mailing address: PO Box 909  
Pleasanton, CA 94566  
925-931-5223



## **City of Pleasanton Residential Block Party FAQ's**



### **Why do I need a permit?**

The City of Pleasanton requires a Block Party Permit to ensure that the proposed street closure will not adversely affect traffic flow and emergency vehicle access and significantly affect the rights of other property owners in the area. The permit also provides the closure information to the Police Department and Livermore-Pleasanton Fire Department in case of emergency response.

### **When do I need a permit? What kind of permit do I need?**

Anytime a public street, lane, sidewalk, or right of way is blocked, closed, or used in a manner other than its intended purposes, a city permit is required. If a Residential Block Party will temporarily close a public right of way in a residential area for several hours and the City will not provide support, a Residential Block Party permit is necessary. If an event will close a public right of way for a longer time period, an encroachment permit must be obtained from the City of Pleasanton Engineering Department. If an event will close a public right of way and the City will provide support (e.g., block off a street), a Special Event permit must be obtained from the Police Department.

### **What City department issues a Residential Block Party Permit?**

The Police Department receives, reviews and issues Residential Block Party applications. If the application warrants review by other City departments, the Police Department will distribute it to the affected departments for evaluation.

### **Who can apply for a permit?**

The block party host or anyone involved in the street closure can apply for the permit.

### **How do I apply for a permit?**

The application is online at

<http://www.cityofpleasantonca.gov/gov/depts/police/permits/eventapp.asp>

Submit the application electronically or print the application and send it to the Special Events Sergeant at the Police Department.

### **Is there a cost for a Residential Block Party permit?**

No, but the applicant is responsible for the full cost of any city personnel and equipment needed for the block party. The applicant is also responsible for the cost of any cleanup and restoration of public property and any assessed fines or penalties.

**What do I need to submit with the application?**

1. A detailed map of the street showing the specific area of the street closure, including barricade and sign placement.
2. A list of names and address for every home in the closed area and a signature of each homeowner indicating the homeowner has been notified of the closure and has agreed to the closure.
3. A signed copy of the “Rules and Conditions” of the permit indicating your agreement with all conditions for the closure.

**Are all applications granted?**

No. An application may be denied if complete information is not provided or the block party will not comply with the Rules and Conditions, regulations for street closures, Block Party Emergency Procedures, the Pleasanton Municipal Code, or other applicable federal, state and local laws.

**How long does it take to obtain a permit?**

The applicant must submit an application at least 10 business days in advance of the block party.

**Whom do I call for more information?**

For more information, please call the Special Events Sergeant at the Pleasanton Police Department at 925-931-5223.

## **RESIDENTIAL BLOCK PARTY EMERGENCY PROCEDURES**

The following emergency procedures must be developed and followed when conducting a Residential Block Party:

- The Applicant must prepare an emergency plan to address the following issues:
  - MEDICAL AID: Know the location of first-aid kits; identify people who have knowledge of CPR and/or a medical background.
  - FIRE EMERGENCIES: Provide fire extinguishers/extinguishing equipment, garden hoses, water buckets, and similar items for all cooking areas.
  - EMERGENCY ACCESS (e.g., MOVING BARRICADES and TABLES): Make sure that during the party there are ample people present who are able to and will clear the roadway in case of emergency.
- The emergency plan must identify all persons assigned to execute the emergency plan operation, the method to alert these people (e.g., bullhorn, whistle, and bell), and the response to put into action for the emergency situation.
- Fire hydrants must not be blocked at any time by vehicles, tables, decoration, or anything else. A minimum six (6) foot clearance must be maintained around hydrants at all times, as well as a clear unobstructed path from the street to the hydrant. Ropes or other objects must not be attached to fire hydrants.
- In the event an emergency vehicle must enter the street, a minimum fifteen (15) foot wide road clearance must be created for the emergency vehicles. At all times during the street closure, certain persons must be designated to be available to move barricades, volleyball nets, tables, chairs, and anything else, if necessary.
- If approaching emergency vehicles sirens are heard in your neighborhood, the designated personnel must immediately go to the barricades and standby because the responding vehicles may need access to the street. This standby procedure will help prevent any delays for the emergency vehicles.

## **Rules and Regulations for Street Closures**

These rules and regulations apply to all temporary closing of any street in the City of Pleasanton to protect the safety of the persons attending an event, such as a parade, demonstration, or residential block party that is not sponsored or conducted by the City of Pleasanton.

### **DEFINITIONS**

1. For purposes of these rules and regulations, the following definitions apply:
  - a. "Chief of Police" means the Chief of Police or the Chief of Police's designee.
  - b. "City Manager" means the City Manager or the City Manager's designee.
  - c. "Free Speech Route" means a route or course of travel along designated streets, sidewalks, or other rights-of-way that are pre-determined by the Chief of Police for use by the event for the primary purpose of First Amendment expression.
  - d. "Residential Block Party" means a festive gathering on a residential street requiring a closure of a street to vehicular traffic, and the use of the street for the festivity including, but not limited to, barbecues, picnics, music, athletics, dancing, and/or games.
  - e. "Special Event" means a parade, demonstration or Residential Block Party, or other community gathering that is not sponsored or conducted by the City of Pleasanton. A Special Event may occur on public or private property and have an effect on residents, traffic, businesses, or public encroachment.
  - f. "Street" means any private way that is a fire vehicle access way or any public way intended for vehicle or bicycle travel.

### **APPLICATION**

2. Any person may apply to the Chief of Police for a permit to temporarily close a street. An application for a residential block party must be made no later than ten (10) business days before the proposed street closure on the attached application form. If the purpose of the street closure is to hold any event other than a residential block party, the application must be made via a Block Party application no later than thirty (30) business days before the proposed event.
3. Upon a showing of good cause, the Chief of Police shall consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application, and obtain police services for the event, if required. Good cause means a showing by the applicant that the circumstances that gave rise to the permit application did not reasonably allow the participants to file within the time prescribed, and that the event is for the purpose of exercising the right of free speech.

4. No permit application or approval is required for events that are restricted to moving along sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls. However, if the event is expected to draw individuals who will create a hazard to themselves or other members of the public, an applicant is required to submit an application in order to allow the Police Department to provide ample staffing to ensure public safety.
5. The Chief of Police may require any person proposing to conduct an activity on private property adjacent to a street to apply for a permit under these rules and regulations when the Chief of Police determines that the activity would endanger or injure the public if the adjacent street were not closed. Examples of this kind of activity are demolition, adjacent heavy construction, helicopter operations, crane hoisting, and sandblasting.

#### **STANDARDS OF REVIEW**

6. The Chief of Police shall review the application and determine if it meets the standards set forth below. If it meets the standards, the Chief of Police shall grant the application; if it does not meet the standards, the Chief of Police shall deny the application.
7. Any street in the City of Pleasanton may be temporarily closed for the following reasons only under Vehicle Code section 21101(e):
  - a. A parade or demonstration;
  - b. A Residential Block Party;
  - c. A Special Event, such as a marathon, art show, or otherwise, when no commercial sales will occur in the street closed.
8. A street may be closed in a residential district pursuant to the City zoning laws only when the application is accompanied by a petition bearing the signature of at least one occupant from each occupied residence on the street to be closed, unless the applicant presents proof that he or she was unable to obtain the signature of one or more occupants of the property on the street to be closed because that occupant was out-of-town during the period when signatures were collected and the applicant warrants that he or she will make reasonable efforts to gain the occupant's consent immediately upon return.
9. No application shall be granted for a Block Party, demonstration, or parade or other Special Event in a district zoned other than residential that will result in the closing of any street for more than 4 hours.

10. No sound amplification equipment may be used in any district zoned residential by the City's zoning laws in connection with any street closure, except when used by City employees or officers for purposes of crowd control and management or when used as part of a residential block party and the intention to use sound amplification equipment is expressly stated on the petition required by these rules and regulations for such a party. Sound levels must remain within acceptable levels and at no time exceed 60 dBA as defined under Pleasanton Municipal Code section 9.04.060 A.
11. No permit shall be granted for any event between the hours of 10:00 p.m. and 7:00 a.m., and no permit shall be granted that shall close a street for more than 10 hours at any one time.
12. No permit for any street closure shall be granted if the Chief of Police determines that the closure requested would substantially interfere with the conduct of a considerable number of businesses on the street or streets to be closed.
13. No permit shall be granted if the closure would result in a significant disruption of the orderly and efficient flow of traffic through any portion of the City of Pleasanton or disrupt the use of a street at a time when it is usually subject to great traffic congestion.
14. No permit shall be granted if the closure would result in denying prompt access to an area or location by emergency vehicles.
15. No permit shall be granted if the proposed event would substantially interfere with any construction or maintenance work scheduled to take place upon or along the streets involved, with any previously approved encroachment permit, Block Party, or Special Event, unless the persons in charge of the construction or maintenance work, encroachment permit usage, Block Party, or Special Event agrees in writing to the interference.
16. No person shall paint, deface, or otherwise alter any public property, such as sidewalks, street surfaces, or light standards in connection with any event held pursuant to these rules and regulations except as provided in this paragraph. Any marking of public property shall be minimized and confined to being done with chalk that leaves no stain of any kind. Sheetrock or commercially available sidewalk chalk is recommended; spray chalk is not permitted. All chalk markings must be cleaned or removed immediately after the event. Any signage posted or markings placed on public property in connection with the event must be limited to posting or placing no more than 2 hours prior to the event and must be removed by the applicant within one-half hour of the ending time of the event.

The applicant is responsible for the costs of any cleanup or restoration of public property in addition to any other penalties that may be assessed.

17. Only the use of blue “painters tape” is allowed to be used to affix items to city property.

## **BARRICADES**

18. Each application must be accompanied by a site map depicting the placement of barricades to close the street proposed. Only city approved reflectorized Type 1 barricades may be used for street closures. In addition, if the street closure extends into night-time hours, or past 6:00 p.m., Type A barricade warning lights must be attached. A minimum of three barricades are required for each end of the street closure. Additional barricades may be necessary depending on the width of the roadway. This barricade plan shall be reviewed by the Police Department and Livermore-Pleasanton Fire Department to ensure compliance with these rules and regulations and to ensure that all participants attending the event are sufficiently protected. Approval shall be granted only if the barricades are placed at the end of each street to be closed, and where the street intersects with another openly-traveled street. Barricades must be removed in no more than thirty (30) seconds to permit access for emergency vehicles. The person or persons making the application shall be responsible for obtaining city-approved reflectorized Type 1 barricades.
  - a. Type 1 barricades must be lighted by Type A barricade lights by the applicant at all times while they are in place during hours of darkness past 6:00 p.m., and must be supervised at all times while in place by persons over the age of eighteen (18) years, with at least one adult at each barricade location.
  - b. City approved reflectorized Type 1 barricades and Type A barricade lights may be obtained from a number of companies listed in the yellow pages under “rental” or “construction”. Barricades must meet the standards set forth in general terms in the *Manual on Uniform Traffic Control Devices* published by the U.S. Department of Transportation, Federal Highway Administration.
  - c. All barricades must be removed within one-half hour of the ending time of the event for which the street is closed. Barricades must also be immediately removed upon request of any authorized officer, employee, or volunteer of the City.



### **CITY SERVICES**

19. Each application submitted shall be referred by the Chief of Police to the Livermore-Pleasanton Fire Department, and Community Development Department, Engineering Department, Library and Recreation Department, Operations Services Department, and Streets Department, and any other City department that the Chief of Police deems advisable. These departments shall recommend to the Chief of Police personnel, equipment requirements, and final action on the application.
20. The Police Department shall review each application and determine whether the presence of police officers is required for the safety and welfare of the participants and general public. If the Department does determine that police presence is required, the Department shall note on the application the personnel and equipment requirements and shall determine the costs associated with providing those services according to the schedule on file with the City Clerk.

### **HOLD HARMLESS/LIABILITY COVERAGE**

21. Before the Chief of Police may grant any permit under these rules and regulations, the applicant must sign a statement holding the City, its officers, employees, agents and volunteers harmless from any and all liability arising from the street closure.
22. Each applicant for a street closure permit must file with the Chief of Police a certificate of insurance for no less than \$2,000,000 combined liability coverage naming the City, its officers, employees, and volunteers as additional insured under the policy as evidenced by an additional insured endorsement satisfactory to the City Attorney. This insurance shall be waived by the Chief of Police for non-athletic events if the following conditions are met:
  - a. The applicant or officer of the sponsoring organization signs a verified statement that he/she believes that the event's purpose is First Amendment expression, and that the cost of obtaining insurance is so financially burdensome or impossible to obtain that it would constitute an unreasonable burden on the right of First Amendment expression. The statement shall include the name and address of at least two (2) insurance brokers or other licensed source for insurance coverage contacted to determine insurance cost or availability.

## **COSTS**

23. There shall be no application or permit costs associated with the closure of a street or roadway in the City of Pleasanton for the purposes of a Residential Block Party.
24. The applicant is responsible for the costs of all cleanup and/or restoration of public property, in addition to any other fines and penalties that may be assessed. Applicants agree to remove all trash and debris from the affected area, including gutters and sidewalks, immediately following the event. If the area is not cleaned to a satisfactory condition as determined by the Chief of Police, the host/applicant is responsible for actual costs associated with cleaning the area, including, but not limited to, disposal fees, equipment use fees and staff wages.

## **CONDITIONS**

25. The Chief of Police may impose conditions on the permit to ensure that the event complies with these rules and regulations including but not limited to:
  - a. Alteration of the date, time, or location of the event proposed on the event application;
  - b. Area of assembly and disbanding of parade or demonstration;
  - c. Accommodation of pedestrian or vehicular traffic, including restriction of the event to the street involved;
  - d. Usage of traffic cones, barricades, and barricade lights;
  - e. Provision of first aid and/or sanitary facilities;
  - f. Usage of event monitors and provision of notice of permit conditions to event participants;
  - g. Restriction on the number and type of vehicles, animals, or structures at the event, and inspection and approval of floats, structures, and decorated vehicles by the Livermore-Pleasanton Fire Department;
  - h. Compliance with animal protection ordinances;
  - i. Usage of refuse containers and cleanup;
  - j. Restrictions on the use of amplified sound and noise.
  - k. Applicants are reminded that the City of Pleasanton has a ZERO TOLERANCE policy regarding fireworks. Use or possession of any fireworks subjects the host to citation and arrest, seizure of the contraband and immediate revocation of the permits, including forfeiture of any future permits.
  - l. Applicants agree that Police Department reserves the right to revoke a permit at any time prior to or during the event if significant safety issues arise. The Police Department will not issue a permit if in the reasonable belief of the Special Events Sergeant, the event is in a hazardous location

or places the public or attendees at unreasonable risk of injury or property damage.

#### **APPEAL**

26. Imposition of any condition or the granting or denial of any permit for a street closure may be appealed by any person to the City Manager for review pursuant to these rules and regulations within five (5) days of the date of the granting or denial of a permit.

#### **CONNECTION TO OTHER JURISDICTIONS**

27. These rules and regulations shall not be construed to affect in any way the responsibility of the applicant to obtain all permits that may be required by the State of California, the County of Alameda, or any other governmental entity in order to affect the street closure desired according to applicable law.



## RESIDENTIAL BLOCK PARTY PERMIT APPLICATION



<b><i>Day of Week and Date of Block Party:</i></b>	
<b><i>Location of Block Party (include cross-streets):</i></b>	
<b><i>Time of Street Closure:</i></b>	
From:	To:

***Resident(s) in charge of Block Party:***

Name:	Street Address:
Home Phone:	Cell Phone:
Email address:	

***Resident in case of emergency (different than resident named above):***

Name:	Street Address:
Home Phone:	Cell Phone:

Residents' Petition Attached \_\_\_\_\_ Barricade Plan Attached \_\_\_\_\_

*I/We attest that the above information is true to the best of my/our knowledge, and that we have received, read and will abide by the City of Pleasanton's Rules and Regulations for Street Closures, all conditions placed on the Block party Permit and the Block Party Emergency Procedures.*

\_\_\_\_\_  
***Applicant – Print Name***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Applicant – Signature***



## RESIDENTIAL BLOCK PARTY Residents' Petition



We, the undersigned, request the City of Pleasanton to permit a Residential Block Party by the closure of:

\_\_\_\_\_ (street name)

Between: \_\_\_\_\_ and \_\_\_\_\_  
(cross-street or address) (cross-street or address)

On: \_\_\_\_\_  
(day of week, date of party)

From the hours of: \_\_\_\_\_ to \_\_\_\_\_

We further agree that we shall be bound by the Rules and Regulations for Street Closures, attached to this petition for holding this party, and agree to assist immediate access to emergency vehicles should that be necessary at any time during the proposed street closure.

<i><b>Print Name</b></i>	<i><b>Signature</b></i>	<i><b>Residence Address</b></i>

***\*attach additional pages if necessary***

## **RESIDENTIAL BLOCK PARTY**

### **Barricade and Street Closure Diagram**

***(Please include an aerial photo of the area using Google Earth or Yahoo Maps indicating the closure area and all affected residences)***

# CITY OF PLEASANTON

## Waiver and Indemnification Form

In consideration of submitting this application for a Residential Block Party, to be held within the City of Pleasanton on \_\_\_\_\_ at \_\_\_\_\_, Pleasanton, California ("Block Party"), I (we) do so with the understanding that I (we) am fully responsible for the persons attending, including but not limited to, participants and spectators, and actions occurring at the Block Party, as well as transportation to and from the Block Party, and that persons attending the Block Party shall conduct themselves in an orderly manner during the Block Party. I (we) agree to abide by any decision of the Chief of Police and other City Officials relative to the ability to safely participate in the Block Party.

I (we) are aware that the Block Party may be hazardous to persons and property and assume all risks associated with the Block Party, including, but not limited to, personal injury and property damage.

**As the applicant for this Block Party permit, I (we) agree, on behalf of myself (ourselves), my (our) heirs and assigns, to release and discharge, indemnify, defend, and hold harmless the City of Pleasanton, its officials, employees, agents, and volunteers, from and against any and all claims, loss, injury, liability, and damages (including reasonable attorney's fees) resulting from injury or death, or from damage to property arising out of or in any way connected with this Block Party, including actions by the City of Pleasanton in providing a Block Party permit. The City does not, and shall not, waive any rights against the applicant which the City may have because of the acceptance by City of the insurance policies provided.**

**BY SIGNING THIS WAIVER AND INDEMNIFICATION, I (WE) ACKNOWLEDGE THAT I (WE) HAVE READ AND UNDERSTOOD THE FOREGOING, AND AGREE THAT I (WE), MY (OUR) HEIRS AND ASSIGNS SHALL BE BOUND BY THESE TERMS.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

As the authorized agent for (Event Name): \_\_\_\_\_



## City of Pleasanton BLOCK PARTY PERMIT



This permit grants approval to conduct a Block Party subject to the rules and conditions contained in the application and the conditions identified below.

<b><i>Day of Week and Date of Block Party:</i></b>	
<b><i>Location of Block Party (include cross-streets):</i></b>	
<b><i>Time of Street Closure:</i></b>	
From:	To:

This permit may be revoked at any time if it is determined that the event poses a significant risk of harm to any individual or to public or private property.

### **Additional Conditions of approval:**

1. Inflatable jump houses or other structures are not allowed in the public right of way or in the street.
2. Fireworks of any kind are strictly prohibited.
3. This permit does not allow any violation of State law or City ordinance.
4. The permit must be presented to police personnel upon request.

**Permit Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_