

# City of Folsom Block Party Permit Application

Staff Use Only ► Permit No: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Hours of Closure:** From \_\_\_\_\_ am / pm Until \_\_\_\_\_ am / pm

## Location and Details of Event

Street Name: \_\_\_\_\_ From House # \_\_\_\_\_ To House # \_\_\_\_\_

Total Number of Homes in Closure Area \_\_\_\_\_ Number of Participants Expected to Attend \_\_\_\_\_

Will this event involve the use of fireworks? If yes, must be "Safe-and-Sane"

YES  NO

## Event Description:

## Applicant Information

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Note: The applicant must be in attendance for the duration of the event and immediately available to City officials**

**NOTICE TO RESIDENTS: It is the responsibility of the applicant to notify in advance all residents who live on the street to be closed. All residents should be made aware of the date and time of the event, and the impact of the event on parking and street access.**

► **I hereby certify** that all residents of the street to be closed during the event described in this application have been notified in advance of the date and times of the event.

\_\_\_\_\_  
**Signature of Applicant**

► **I hereby certify** that I have read, understand and will abide by the Event Criteria attached to this application.

\_\_\_\_\_  
**Signature of Applicant**

## Resident Petition for Neighborhood Block Party Street Closure

Name/Purpose of Block Party:

We, the undersigned, hereby do not object to the closure of (Street Name):

Between (Address):	And (Address):
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Date:	Start Time:	End Time:
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Name	Signature	Address	Phone Number

**All businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing. Additional photocopies can be made if needed.**

## City of Folsom Block Party Permit and Street Closure Criteria

- A neighborhood block party is intended to provide neighbors with a unique opportunity to gather and create a network of friends. Neighborhood block parties are intended for residents only, not the general public and no more than four (4) block party permits per calendar year will be issued for the area or address range. If your neighborhood block party is open to the general public, is being advertised outside the affected area or involves major street closures, you will need to submit a Special Event Application.
- A Block Party Permit Application and non-refundable \$63 permit processing fee is required at the time the application is submitted to the City of Folsom. Applications may be submitted a maximum of three (3) months in advance and **must** be made a minimum of 15 calendar days in advance. NOTE: Applications will not be accepted fewer than fifteen (15) calendar days prior to the proposed neighborhood block party date.
- A detailed street closure plan that shows the location of barricades, as well as all other objects (tables, chairs, or other structures) associated with the block party is required at the time the application is submitted.
- A petition signed by all residents on the street who will be affected by the street closure is required at the time the application is submitted. *The petition shall include the date and time of the street closure, as well as the names, addresses and signatures of all affected residents and must be attached to the application at the time of filing.*
- It is the responsibility of the applicant to provide 72-hour written notice in advance of the block party to all residents who will be affected by the street closure. All residents should be made aware of the date and time of the event and the impact of the event on parking and street access.
- Application for the closure of public/private streets for the purposes of a block party may be considered if they meet the following criteria:
  - a. Street is a cul-de-sac, dead-end, or circular street, or the section being closed is less than 500 feet in length (except under special circumstances) and is intersected by two other residential streets;
  - b. Posted speed limit does not exceed 25 MPH;
  - c. Street is considered a residential street;
  - d. Street does not have a transit bus stop;
  - e. Street is not considered a primary emergency response route;
  - f. Closure is 8 hours or less (except under special circumstances as determined by City staff);

- g. Bounce houses, waterslides, dunk tanks and other play equipment are confined to private property.
- Application for the closure of **private streets** for the purposes of a block party may be subject to HOA or other approval.
  - Street closures are preferable at intersections; if not at an intersection special conditions may apply.
  - Street must remain accessible to all emergency equipment; a 20-foot wide lane must be kept clear for emergency vehicle access at all times.
  - A minimum of two street barricades (Type I or II with reflectorized material) with “Road Closed” signs shall be placed on each end of the closure, with the sign facing oncoming traffic, and the barricades centered in each vehicular lane.



- If the street will be closed during the hours between Dusk and Dawn, then each barricade shall include battery-powered flashing beacons, which shall be activated during that period.
- The permit applicant is responsible for obtaining barricades and ensuring that they are placed properly and maintained throughout the event duration. Consult the yellow pages of your telephone directory under “barricades” for rental information or <http://www.yellowpages.com/folsom-ca/barricade-rental>
- Fire hydrants shall remain accessible for Fire Department use at all times.
- The possession, use and discharge of California State Fire Marshal (CSFM) approved fireworks, bearing the CSFM Safe and Sane seal, is permitted only between June 28<sup>th</sup> and July 4<sup>th</sup> each year except under special occasions approved by the City Manager. The possession, use or discharge of illegal fireworks within the event area is prohibited and may result in criminal charges being filed against the responsible party, and the immediate revocation of the permit.

- The permit shall be kept on site at all times during the event and shall be made available for review to any representative from the City upon demand.
- 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.
- Alcohol must be confined to private property. Alcohol consumed off of private property is prohibited.
- Amplified sound use shall conform to the noise control provisions of Folsom Municipal Code Chapter 8.42. Furthermore, amplified sound associated with the block party shall not commence earlier than 9:00 a.m. and shall be terminated by 10:00 p.m. If the Folsom Police Department receives noise complaints, they will evaluate and determine whether to require the event coordinator cease use of amplified sound equipment or revoke the permit.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event.
- This permit may be revoked, and the road immediately reopened by a City official when deemed a necessity by the official.
- Applicant shall protect, defend, and indemnify and save and hold harmless the City, its officers, employees, and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such block party and temporary street closure and the activities permitted in connection therewith. The City may require, as a condition of the issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances.