CITY OF CARSON	POLICY/PROCEDURE
NUMBER 4.3	SUBJECT STREET CLOSING PERMITS
ORIGINAL ISSUE 11/19/70	EFFECTIVE 11/19/70
CURRENT ISSUE 10/01/97	CATEGORY IV. PUBLIC WORKS

ADMINISTRATIVE ORDER

I. PURPOSE

To establish policies and procedures for processing applications and issuing permits for temporary street closings.

II. GENERAL

A. No Public Street, alley, or thoroughfare shall be closed, except for those public works projects for which no permit required, to the general public for any purpose without first making a formal application to the city and receiving an approved permit.

B. No Street or portion of a street shall be closed to vehicular traffic for any period of time longer than is reasonable necessary, and in no event for more than 72 hours.

C. If a street is to be closed for the purpose of holding a social function, e.g. block party, street dance, ect., the applicant must secure such liability insurance as may be necessary to protect the city from any liability arising from said social event. The applicant must also secure the written permission of each resident of the particular street in question.

D. Applications for street closing permits shall be filed at least 10 days prior to the requested date of street closing.

E. The permit fee of **$100.00** will be charged to defray the city expense of supply and delivery of the street barricades to the designated street intersections. In addition to the fee, a deposit of **$100.00** to cover the cost of deposit or any unused portion thereof shall be returned to the permittee when said barricades are returned to the city following the street closing. The fee and deposit are to be paid to the Finance Department prior to final approval of the permit.

Must Make Appointment Before Pick Up (310) 847-3539 Monday-Thursday 9:00 am-3:00 pm 2410 E. Dominguez Street Carson, CA 90749	**Deposit Refund** Please call Tony Rodriguez: (310) 952-1795

III. PROCEDURE

A. Applicant

1. Obtain application forms from City Hall offices
2. Pay the required fee to the department of Finance.
3. Complete and file application form with Engineering Services Department.
4. In those instances where liability insurance and residential permission are requirements, submit evidence of compliance with application form.

B. Engineering Services Department

1. Make copies of application and route to Sheriff's Station, Fire Station and Traffic Engineer.

C. Sheriff's Department, Fire Department, Traffic Engineer

1. Conduct necessary investigation and submit recommendation to Engineering Services Director.

D. Engineering Services Director

1. Approve or deny permit. Stipulate special conditions included in the granting of the permit.
2. Execute completed form.
3. Forward original, executed copy to permittee.
4. Forward copy with stipulated special conditions to Traffic engineer for coordination, and to Sheriff's and Fire Dept. for information.

E. Traffic Engineer

1. Make arrangements with Facilities and Maintenance Department for applicant to pickup of street barricades as needed. Applicant shall pay a deposit for the barricades prior to the event.

III. EXCEPTION

Exceptions to this policy and procedure require approval by the City Manager.

IV. AUTHORITY

Carson Municipal Code, Article II, Chapter 2, Section 3208 (County Traffic Ordinance 6544), and by order of the City Manager.

SPECIAL EVENT PERMIT APPLICATION

The City of Carson shares your interest in special events using the public right-of-way.

As must be the case for any event, there has to be reasonable effort made to ensure that people affected, although not participants in the event, are not unduly inconvenienced. Also, the city must recoup any direct costs incurred.

To receive a special event permit, you will need to complete the following steps:

1. Fill out the application (please print or type). Sign and date it.

2. Pay application fee.

3. Upon completion of agency review, pay event fee (if any).

4. If your event is a parade or other large event, demonstrate ability to secure a million dollar bond.

The approval or denial of your application will be done by city staff or the City Council, depending upon type of event, upon completion of four steps noted above.

Should you have any questions, please feel free to ask staff for clarification.

Sincerely,

Your Mayor and City Council

Type of event:

Block Party [ ]	Parade [ ]	Concert [ ]	Dance [ ]	Other [ ]

Name of organization:______________________________E-mail:_____________________

Address:________________________City:______________Telephone:________________

Name of responsible representative: ____

Address:___________________________City:_______________Telephone:__________

Proposed day/time of event____

Location of event [if parade, note and disbanding locations]_______________________

____

____

Type of units for event:

Floats [ ]	Bands [ ]	Vehicles [ ]	Horses [ ]	Etc. [ ]

Number:

Total number of units in event:____

Hours public streets to be closed: From:_______________To:______________________

Number of controlled [signal lights or stop signs] intersections on proposed parade route : __________________________How many businesses/residences affected:______________

Does applicant plan to provide own security for event? Yes [ ] No [ ]

If Yes, state name of security firm:____

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As the proposed permittee, I will directly control, supervise and be responsible for each person participant in this event.

To: applicant:

You are required to notify each and every business or resident who is significantly affected by your activity and secure their written approval for the activity.

Location of activity: _____

Brief description: _____

[Printed] [Address/Phone No.] [Signature]

To: applicant:

You are required to notify each and every business or resident who is significantly affected by your activity and secure their written approval for the activity.

Location of activity:_____

Brief description:_____

[Printed] [Address/Phone No.] [Signature]