

ROAD CLOSURE PERMIT



ISSUANCE REQUIREMENTS FORM

THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE A ROAD CLOSURE PERMIT IS ISSUED

1. In addition to the Special Events Application, the applicant must submit the completed neighborhood survey indicating support by at least fifty-one percent (51%) of the owners or tenants of the affected area. In addition, street closures for block parties or other events must be sanctioned by the respective neighborhood council.
2. The applicant responsible for the temporary event must be an owner or tenant on the affected street.
3. The closure of the street affected by the temporary event must not cause a significant hardship to pedestrian or vehicular traffic. Alternate routes must be available for public and emergency vehicles.
4. The temporary event street closure shall be for a period less than twenty-four (24) hours.
5. The applicant shall obtain and place barricades for the street closure according to city standards, and remove the barricades promptly after the event is concluded. Barricades can be picked up from the Public Works Corporation Yard, located at #6 – 13th Street, Monday–Friday from 7:00 a.m. until 3:30 p.m. For fees, please refer to Extra Fees Section of the Fee Schedule. Barricades can be delivered and picked up by City staff for a fee of \$51.00. In all cases, the applicant will be responsible for lost or damaged barricades. The applicant also agrees to reimburse the City of Richmond for damages to City of Richmond property. Please call (510) 231-3011 for additional barricade requirements.
6. Promptly following the event's conclusion, the applicant shall clean the right-of-way equivalent to its condition prior to commencement of the event.
7. The applicant shall adhere to all ordinances, resolutions and policies of the City of Richmond pertaining to events in the public right-of-way or which are otherwise in effect.
8. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
9. The applicant agrees to indemnify and hold harmless the City of Richmond, its officers, agents and employees from and against all losses, claims, demands, payments, suits and judgments of every nature and description and description brought or recoverable against it or them (the City, et al) by the petitioner(s) and permittee, their agents or employees or third parties arising out of or in any way attributable to the above job.
10. The City maintains the right to cancel approval of the road closure at any time.

THE FOLLOWING ARE THE REQUIRED EMERGENCY PROCEDURES TO FOLLOW WHEN CONDUCTING A RESIDENTIAL BLOCK PARTY

Prepare an emergency plan to address the following issues:

- A. The emergency plan should identify all persons assigned to execute the emergency plan operation, the method to alert the personnel (i.e., bullhorn, whistle, bell, etc.), and the response to put into action for the emergency situation.
- B. MEDICAL AID: Know the location of first-aid kits; identify people who have knowledge of CPR and/or medical background.
- C. FIRE EMERGENCIES:
 - Provide fire extinguishers/extinguishing equipment, garden hoses, etc., for all cooking areas.
 - Fire hydrants shall not be blocked at any time by vehicles, tables, decorations, etc.
 - A minimum three-foot clearance must be maintained around hydrants at all times, and a clear unobstructed path from the street to the hydrant.
 - Vehicles may not be parked within ten feet of either side of the hydrant.
 - Ropes or other objects shall not be attached to fire hydrants at any time.
- D. EMERGENCY ACCESS: MUST BE PROVIDED (moving barricades, tables, etc.) WHEN NECESSARY.
 - 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 shall be designated to be available to move barricades, tables, chairs and any and all structures if necessary.
 - If approaching emergency vehicles sirens are heard in your neighborhood, the designated personnel must immediately go to the barricades and standby, as the responding vehicles may need access to your street.
 - Having this standby procedure will prevent any delay for the emergency vehicles.

The City of Richmond would like to thank you, your neighbors, and participants in advance for your cooperation.

Completed form may be scanned and submitted to csdregistration@ci.richmond.ca.us

Acknowledged by: _____

Date: _____

(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return entire page)

