**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

## Resident(s) in Charge of Block Party

### Primary Resident Contact

**Name:** **Phone Number:**

**Address:** **Email Address:**

### Secondary Resident Contact

**Name:** **Phone Number:**

**Address:** **Email Address:**

## Additional Emergency Contact
***(Must be different than residents above)***

**Name:** **Phone Number:**

**Address:** **Email Address:**

## Block Party Information

**Date of Block Party:** MM/DD/YYYY **Day of the Week:**

**Location of Block Party:**

Along _____ between _____ and _____
*(closed street)* *(cross-street)* *(cross-street)*

**Time Street Closure Begins:** HH:MM AM/PM **Time Street Closure Ends:** HH:MM AM/PM

**Sound amplification equipment** will be used ☐ *OR* will not be used ☐
*If used, will be used as follows:*

## Submission Acknowledgement

**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 Public Works Department Rules and Regulations for Street Closures, and the Fire Department Block Party Emergency Procedures.**

**Primary Resident in Charge Signature:** _____ **Date:** MM/DD/YYYY

**Secondary Resident in Charge Signature** _____ **Date:** MM/DD/YYYY

Residents' Petition Attached ☐ Barricade Plan Attached ☐

**Please email form to:**

PWencroachment@cityofsanmateo.org

**Or mail form to:**

**City of San Mateo**
**City Hall Public Works**
**330 West 20th Ave.,**
**San Mateo, CA 94403**

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY PERMIT PETITION

## Residential Block Party Permit Petition Acknowledgement

We, the undersigned, request the City of San Mateo to permit the closure of:

_____ between _____ and _____
*(street to be closed)* *(cross-street)* *(cross-street)*

on _____MM/DD/YYYY____ from the hours of _HH:MM AM/PM_ to __HH:MM AM/PM__ for the purpose of
*(day of week & date of party)* *(start time)* *(end time)*

holding a Residential Block Party. We further agree that we shall hold the City, its officers, and employees, whether elected or appointed, harmless from any and all liability arising from this Residential Block Party. 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.

## Resident Signatures

For additional Signature Lines, please make copies of this signing sheet.

| Print Name | Signature | Residence Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY EMERGENCY PROCEDURES

## Residential Block Party Emergency Procedures

Following are the required emergency procedures to follow when conducting a residential block party:

1. 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, etc., for all cooking areas.

   **MAINTAINING AND/OR PROVIDING EMERGENCY ACCESS** (MOVING BARRICADES, TABLES, ETC.) WHEN NECESSARY.

   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.

2. Fire hydrants shall not be blocked at any time by vehicles, tables, decoration, etc. A minimum six-foot clearance must always be maintained around hydrants, and a clear unobstructed path from the street to the hydrant. Ropes or other objects shall not be attached to fire hydrants at any time.

3. 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 people shall be designated to be available to move barricades, volleyball nets, tables, chairs, etc. if necessary.

4. 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 to access your street. Having this standby procedure will prevent any delays for the emergency vehicles.

The San Mateo Consolidated Fire Department would like to thank you and your neighbors in advance for your cooperation.

**Administration Office:**
1040 E Hillsdale Boulevard
Foster City, CA 94404

**Office Hours:**
Monday thru Friday
8:00am to 5:00pm

**Phone**: (650)-522-7940
**Email**: fire@smcfire.org

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY RULES AND REGULATIONS

## Rules and Regulations for Street Closures

These rules and regulations shall apply to any temporary closing of any street in the City of San Mateo for the purpose of protecting the safety of the persons attending a special event, such as a parade, demonstration, or residential block party that is not sponsored or conducted by the City of San Mateo.

**DEFINITIONS:**

1. For purposes of these rules and regulations, the following definitions apply:
    a. "City Manager" means the City Manager of the City Manager's designated representative, currently Public Works staff.
    b. "Free Speech Route" means a route or course of travel along designated streets, sidewalks, or other rights-of-way which are pre-determined by the City Manager for use by special events for the primary purpose of First Amendment expression.
    c. "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 barbecues, picnics, music, athletics, dancing, and/or games.
    d. "Street" means any private way that is a fire vehicle access way, or any public way intended for vehicle of bicycle travel.

**APPLICATION:**

2. Any person may apply to the City Manager for a permit to temporarily close a street. An application for a residential block party shall be made no later than twenty (20) business days before the proposed street closure on the published block party permit form. If the purpose of the street closure is to hold any event other than a residential block party, the applicant shall instead obtain a Special Community Event Permit from the City by contacting specialeventspermits@cityofsanmateo.org or visiting the City's Special Community Event webpage at https://www.cityofsanmateo.org/1076.
3. Upon a showing of good cause, the City Manager shall consider an application which is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain police services for the event. 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. This provision shall not apply to the proposed closure of any street in a district zoned R-1 or R-2 by the City's zoning laws.
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.
5. The City Manager may require any person proposing the conduct an activity on private property adjacent to a street to apply for a permit under these rules and regulations when the City Manager determines that the activity would endanger or injure the public if the adjacent street were not closed. Examples of that kind of activity are demolition, adjacent heavy construction, helicopter operations, crane hoisting, and sandblasting.

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY RULES AND REGULATIONS

## Rules and Regulations for Street Closures

**STANDARDS OF REVIEW:**

6. The City Manager shall review the application and determine if it meets the standards set forth below. If it does, the City Manager shall grant the application: if it does not, the City Manager shall deny the application.
7. Any street in the City of San Mateo may be temporarily closed for the following reasons only under Vehicle Code section 211O1(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 district zoned R-1 or R-2 by 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 they were unable to obtain the signature of one or more occupants of the property on the segment of street to be closed because that occupant was out-of-town during the period when signatures were collected and the applicant warrants that they will make reasonable efforts to gain the occupant's consent immediately upon return.
9. No application shall be granted for a parade, demonstration, 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.
11. No permit shall be granted for any event between the hours of 10pm and 7am, 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 when the City Manager determines that the closure requested will 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 when the closure would result in a significant disruption of the orderly and efficient flow of traffic through any portion of the City of San Mateo or disrupt the use of a street at a time when it usually subject to great traffic congestion, or if the street is classified as an "arterial" or a "collector" street as listed in the City's General Plan, unless otherwise approved by the City Engineer.
14. No permit shall be granted when the closure would result in being denied prompt access to an area or location by emergency vehicles.
15. No permit shall be granted when the proposed event will substantially interfere with any construction or maintenance work scheduled to take place upon or along the streets involved, with any previously approved encroachment permit, or with another previously approved special event, unless the persons in charge of the construction or maintenance work, encroachment permit usage, or special event agree in writing to the interference.

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY RULES AND REGULATIONS

## Rules and Regulations for Street Closures

16. No permit shall be granted when the closure would result in the denial or substantial interference to all vehicle access to a residence in a district zoned R-1, R-2, or R-3 by the City's zoning laws for longer than thirty (30) minutes in one 24-hour period, unless a majority of the occupied residences in each block have consented in writing to that denial or interference.
17. 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 chalk is recommended; spray chalk is not permitted). Any signage posted or markings placed on public property in connection with the event shall be limited to posting or placing no more than 2 hours prior to the event and shall be removed by the applicant within one-half hour of the ending time of the event. The applicant shall be held responsible for the costs of any clean-up or restoration of public property in addition to any other penalties that may be assessed.

**BARRICADES:**

18. Each application shall be accompanied by a site map depicting the placement location of barricades to close the street proposed. Only city approved reflectorized Type 1 barricades may be used for street closures. In addition, if a 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 for shall be reviewed by the police and Fire Departments 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 interests with another openly-traveled street. Barricades must be removed in no more than thirty 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 shall 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 shall 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 shall be removed within one-half hour of the ending time of the event for which the street is closed. Barricades shall also be immediately removed upon request of any authorized officer or employee of the City.

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY RULES AND REGULATIONS

## Rules and Regulations for Street Closures

**CITY SERVICES:**

19. Each application submitted shall be referred by the City manager to the Police, Fire, and Public Works Departments and to any other City department that the City Manager deems advisable. These departments shall recommend to the City Manager 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 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 City Manager may grant any permit under these rules and regulations, the applicant shall sign a statement holding the City, its officer, and employees, whether elected or appointed, harmless from any and all liability arising from the street closure.
22. Except in the case of a street closure for purposes of a residential block party, each applicant for a street closure permit shall file with the City Manager a certificate of insurance for no less that $500,000 combined liability coverage naming the City, its officers and employees, whether elected or appointed, as additional insured, prior to the issuance of any permit. This insurance shall be waived by the City Manager 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.
    b. The City may, at its discretion, determine to require the applicant to apply for insurance coverage for the event under a policy selected by the City. The applicant shall provide any information pertinent to qualifying for the insurance coverage. The City will pay the premium for this insurance coverage, rather than the applicant.

**COSTS:**

23. Except in the case of a street closure for purposes of a residential block party, an applicant for a street closure permit shall deposit with the City Finance Department all costs for police service as designated by the Police Department before the permit may be issued.

**City of San Mateo**
Public Works Right-of-Way
330 West 20th Avenue
San Mateo, CA 94403

# RESIDENTIAL BLOCK PARTY RULES AND REGULATIONS

## Rules and Regulations for Street Closures

24. Police Department costs shall be waived by the City for non-athletic events if the following conditions are satisfied:
    a. The applicant/sponsor signs a verified statement they believe the event's purpose is First Amendment expression, and that the cost of traffic control fees is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression; and
    b. The applicant/sponsor selects one of the pre-established free speech routes for a parade or other special event established by the City.

**CONDITIONS:**

25. The City Manager may impose conditions on the permit to ensure that the event complies with these rules and regulations and may impose conditions on a proposed closure to avoid denial pursuant to 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 San Mateo Fire Department;
    h. Compliance with animal protection ordinances;
    i. Usage of refuse containers and clean-up;
    j. Restrictions on the use of amplified sound and noise.

**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 Council 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 THE 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 San Mateo, or any other governmental entity to affect the street closure desired according to applicable law.