

# BLOCK PARTY PERMIT



Public Works & Engineering Department  
201 West Sierra Avenue  
Cotati, CA 94931

Phone: 707-665-3638  
Email: [engrservices@cotaticity.gov](mailto:engrservices@cotaticity.gov)

Permit # _____
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**Applicant:** Complete application packet and submit to [engrservices@cotaticity.gov](mailto:engrservices@cotaticity.gov).

## BLOCK PARTY INFORMATION

**Application Date:** \_\_\_\_\_ **Block Party Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Street to be closed:** \_\_\_\_\_ between (cross streets) \_\_\_\_\_ & \_\_\_\_\_

*A street may not be closed for a Block Party if the speed limit is greater than 25 mph, if it has more than two lanes, or if there is a bus stop within the proposed closure area unless explicit permission is granted by the City Engineer.*

**Block Party Description** (What type of activities are planned?): \_\_\_\_\_

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**Description of where on the block the activities will occur:** \_\_\_\_\_

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**Name of "on site" contact day of event** \_\_\_\_\_ **Cell Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**Estimated number of attendees** \_\_\_\_\_ *Block parties are intended for residents and neighbors.*

## APPLICANT INFORMATION

**Applicant Name** \_\_\_\_\_ **Telephone** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ **Email** \_\_\_\_\_

**Applicants Address** \_\_\_\_\_

Form continues on page 2.

**Please draw a diagram of the proposed street closure, including the location of the barricades:**

*Only readily removable barricades may be used for street closures, and a 20-foot lane of clearance is required for emergency vehicle access at all times. For neighborhood Block Parties, up to four barricades may be provided by the City, free of charge. It is the permittee's responsibility to request, pick up and return the City's barricades.*

**AGREEMENT AND SIGNATURE**

I, the Applicant, confirm that the information contained in this application is complete and accurate, and I understand that I am agreeing to all requirements listed in the Block Party Permit General Conditions. I understand that there is not a guarantee that a permit will be issued. I agree to assume the defense of and indemnify and save harmless the City, its officers, agents, employees and volunteers, 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 temporary street closure and the activities permitted in connection therewith. This shall be a continuing release and shall remain in effect until revoked in writing.

Name (Printed): \_\_\_\_\_

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

<b>Public Works/Engineering Department Signature</b> _____	<b>Date:</b> _____
<b>Police Department Signature</b> _____	<b>Date:</b> _____
<b>Fire District Signature</b> _____	<b>Date:</b> _____

**Permit Fee \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Date Expired:** \_\_\_\_\_

*Keep this permit, once issued, on the premises for the duration of the permitted event.*

## **BLOCK PARTY PERMIT GENERAL CONDITIONS**

1. Only readily removable barricades may be used for street closures, and a 20-ft lane of clearance is required for emergency vehicle access at all times.
2. All debris and trash must be removed from an event site immediately after the event.
3. Fire Department permits may be required for propane use or large tents on City property.
4. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event.