



# STREET CLOSURE APPLICATION

## STAFF APPROVAL (LESS THAN 400 FEET).



For current Fee, please see Planning & Development Fee Schedule

Application: \_\_\_\_\_

**CHECKLIST:**

Receipt: \_\_\_\_\_

Prior to submitting your application, please confirm by checking () the boxes below that all the following have been completed.

\_\_\_\_\_ Have you completed the “Description of Event” below and signed the application on page 3? (Incomplete information may delay your application.)

\_\_\_\_\_ Have you allowed at least 3-4 weeks prior to the event for your application to be approved?

\_\_\_\_\_ Have you obtained the required insurance and do you have proof of that insurance to submit with your application? (See “Insurance” section on page 3 for details)

\_\_\_\_\_ Has the Indemnification Agreement on page 3 of this application been signed by an authorized representative of the sponsoring organization?

After obtaining approval from the City, but prior to the event, please make sure you have done the following:

\_\_\_\_\_ Have you read the conditions of approval and is your event prepared to abide by all conditions?

\_\_\_\_\_ Have you given public notice of the street closure to all the surrounding businesses within ½ mile at least 72 hours prior to the event as required in Condition #2 below? A form is provided at page 6 which can be used to inform the public. A copy of the form should be signed and returned to the Planning Division at least 24 hours before your event affirming that notice has been given per the above requirements.

\_\_\_\_\_ Have you posted “No Parking” at least 24 hours prior to the event as required in Condition #1 below and using the standards outlined on page 5?

\_\_\_\_\_ Have you arranged for “Special Event” City Refuse Service by calling 385-6800?

\_\_\_\_\_ Have you made arrangements for any temporary barricades? (The City does NOT provide the barricades for street closures.)

\_\_\_\_\_ Have you made arrangements for supplying any necessary electricity to your event? (Plugging outlets into City light poles is NOT allowed unless prior approval is obtained. Please call City Public Works at 385-6800 for additional information.)

\_\_\_\_\_ If you are selling alcohol at your event, have you obtained an Alcoholic Beverage Control (ABC) license or permit for this event?

**DESCRIPTION OF EVENT:**

APPLICANT/EVENT SPONSOR \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DRIVER’S LICENSE NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

**DESCRIPTION OF EVENT (Continued):**

DESCRIPTION OF EVENT (include equipment, obstructions, etc., to be placed in the encroachment area)

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THIS EVENT WILL SELL OR SERVE ALCOHOL: Yes \_\_\_\_\_ or No \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE \_\_\_\_\_

DATE(S) AND TIMES OF USE (include time for setup and takedown as well as event time): \_\_\_\_\_

LIST ALL STREETS PROPOSED FOR CLOSURE:

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(PLEASE ATTACH A MAP TO IDENTIFY PARADE ROUTES, STREET CLOSURES, AND ANY OBSTRUCTIONS TO BE PLACED WITHIN THE RIGHT-OF-WAY)

**STANDARD CONDITIONS FOR STREET/PARKING LOT CLOSURES/PARADES**

1. Event Sponsor shall be responsible for placing and removing traffic barricades and posting of parking restrictions. "No Parking" signs shall be posted at least twenty-four (24) hours prior to towing of vehicle(s) per California Vehicle Code Section 22651(m)—see page 5.
2. Event Sponsor shall contact all businesses affected by the street/parking lot closure or parade advising them of hours, conditions and reason thereof within one-half mile of the encroachment area at least seventy-two (72) hours prior to the event. Event Sponsor shall provide the City confirmation that the proper notification was given. (A form is provided on page 6 to help the applicant with this requirement.)
3. Event Sponsor must remove all equipment, trash and debris, including "no parking" signs, generated by the event prior to the expiration of the encroachment permit.
4. Street closures shall not include major arterial streets.
5. Supervision/security shall be provided by event sponsor to ensure the safety of event participants and the public if required by the Police Department.
6. Event Sponsor shall pay for any City services required for supervision/security.
7. Alcoholic beverages may be served or sold, subject to Alcoholic Beverage Control Licensing Requirements, and subject to the Liquor Liability Insurance Policy of the City (see page 4).
8. Provisions addressed in Ordinance #1941 Chapter 12.42 (Temporary Street Closures) shall apply.
9. Event Sponsor shall be responsible for insuring that all vendors involved with the event obtain a City of Merced business license.
10. The applicant shall arrange and pay for special event City Refuse service by contacting Public Works at (209) 385-6800.
11. The applicant shall comply with the Indemnification and Insurance provisions as outlined on page 3 of this application.
12. Event sponsor shall provide and maintain a minimum 22-foot-wide emergency vehicle access path into and through the closure area at all times via movable barriers. Fire hydrant access shall not be blocked at any time whatsoever.
13. \_\_\_\_\_
14. \_\_\_\_\_

(Additional conditions may be imposed as deemed necessary)

**INDEMNIFICATION:** Event Sponsor shall indemnify, protect, defend, (with counsel selected by the City) save and hold City, its officers, employees, agents, and volunteers harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Event Sponsor or Event Sponsor's officers, employees, agents, volunteers, and participants during performance of the Event, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Event Sponsor or its officers, employees, agents, volunteers, or participants, or resulting from the negligence of the City, its officers, employees, agents, and volunteers, except for loss caused solely by the gross negligence of the City. Acceptance by City of insurance certificates and endorsements required for this Event does not relieve Event Sponsor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply.

**INSURANCE:** Prior to engaging in the event, Event Sponsor shall complete and file with the City a special events, general liability and automobile policy of at least \$500,000 combined limit for bodily injury and property damage which covers the entire event. Said policy shall stipulate that this insurance will operate as primary insurance and that no other insurance will be called on to cover a loss covered thereunder. Additional insured endorsements evidencing this special events, general liability and automobile coverage, naming the City and its officers, agents, and employees as additional insureds, must be submitted to the City prior to the event. This certificate shall provide that thirty (30) days written notice of cancellation shall be given to the City.

**REFUSAL OR REVOCATION OF PERMIT:** Failure to comply with any law, rule or regulation applicable to the use of said streets shall be grounds to revoke any such permit and, in such circumstances, the Chief of Police shall immediately revoke said permit. The Event Sponsor or permit holder, in such case, shall have the right to appeal said revocation to the City Council.

**The undersigned declares under penalty of perjury that he/she has the authority to sign for and bind the Event Sponsor to the conditions imposed by the City upon the granting of this Application.**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**OFFICE USE**

APPLICATION APPROVED SUBJECT TO CONDITIONS \_\_\_\_\_

BY \_\_\_\_\_  
Development Services Department (385-6858)

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Merced Police Department (385-6912)

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Merced Fire Department (385-6891)

DATE \_\_\_\_\_

**LIQUOR LIABILITY INSURANCE -POLICY-**

YOU HAVE APPLIED FOR STREET CLOSURE/PARKING LOT CLOSURE AND HAVE INDICATED THAT ALCOHOLIC BEVERAGES WILL EITHER BE SERVED OR SOLD AS PART OF THE FUNCTION OR ACTIVITY BEING CONDUCTED AT THIS EVENT.

THE MERCED CITY COUNCIL HAS ADOPTED ORDINANCE #1941 CHAPTER 12.42 TEMPORARY STREET CLOSURES WHEREAS WHEN ALCOHOLIC BEVERAGES ARE TO BE SERVED OR SOLD, THE GROUP OR INDIVIDUAL SHALL BE REQUIRED TO COMPLY WITH ALL OTHER LAWS RELATING TO THE SALE OF ALCOHOLIC BEVERAGES.

FOR GROUPS SELLING ALCOHOLIC BEVERAGES AT A FUNCTION OR ACTIVITY, WE RECOMMEND THAT YOU CONTACT YOUR INSURANCE CARRIER TO OBTAIN SPECIFIC INFORMATION ON COVERAGE OR CONSIDER CONTRACTING WITH A CATERER WHO ALREADY HAS THE NECESSARY PERMITS, LICENSES, AND INSURANCE COVERAGE.

WHETHER YOU SELL OR SERVE ALCOHOLIC BEVERAGES, IT IS YOUR RESPONSIBILITY OR YOUR GROUP'S RESPONSIBILITY TO COMPLY WITH THE RULES AND REGULATIONS OF THE CALIFORNIA STATE DEPARTMENT OF ALCOHOL BEVERAGE CONTROL WITH REGARD TO OBTAINING THE NECESSARY LICENSES OR PERMITS. SHOULD YOU HAVE ANY QUESTIONS REGARDING THE REQUIREMENT FOR A LICENSE OR PERMIT, YOU SHOULD CONTACT THE CALIFORNIA STATE DEPARTMENT OF ALCOHOL BEVERAGE CONTROL, 31 EAST CHANNEL STREET, ROOM 168, P. O. BOX 150, STOCKTON, CALIFORNIA 95201; TELEPHONE (209) 948-7739.

I CERTIFY THAT I HAVE READ AND REVIEWED THE LIQUOR LIABILITY POLICY OF THE CITY OF MERCED AND WILL COMPLY WITH THESE REQUIREMENTS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EVENT DATE \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

**NOTIFICATION REQUIREMENTS FOR POSTING “NO PARKING”**

**NO PARKING**

**DATE and TIMES**

(Example: Wednesday, September 9, 2011,  
6:00 am to 5:00 pm)

**VIOLATORS VEHICLE MAY BE TOWED AT  
OWNERS EXPENSE**

**MERCED POLICE DEPARTMENT**

**(209) 385-6912**

**21351 CVC / 22651(n) CVC**

**SIGN REQUIREMENTS**

SIGN MUST BE 17” x 22” LETTERS ARE TO BE AT LEAST 1” IN HEIGHT. SIGNS  
MUST BE POSTED ALONG ENTIRE PARADE, STREET CLOSURE, AND/OR  
STAGING ROUTE OR ALONG ANY CONSTRUCTION AREA.

SIGNS MUST BE PLACED NO LESS THAN 3 PER BLOCK, EVENLY SPACED ON  
BOTH SIDES OF THE STREET, ALONG THE ENTIRE STREET CLOSURE.

## NOTIFICATION OF PENDING STREET CLOSURE

This is to notify you of an event that will require the closure of street(s) in your area. Please note the details below, including the date and time of the closure(s), and plan to park your vehicle(s) off the affected street(s) on the day of the event. Your cooperation is greatly appreciated. If you have any concerns, please notify the contact person listed.

Name of Event: \_\_\_\_\_ Type of event (parade, etc.): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date(s) of closure: \_\_\_\_\_ Time: between \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

Streets to be closed: \_\_\_\_\_

Other streets with restricted access: \_\_\_\_\_

*Please Note:* Event Sponsor is responsible for posting of parking restrictions where street is closed. "No Parking" signs shall be posted at least twenty-four (24) hours prior to any necessary towing of vehicle(s), per California Vehicle Code Section 22651(m).

To avoid having your vehicle towed, please keep this notice as a reminder and comply with the posted parking restrictions. If you are a business with employees, please notify your employees as soon as possible and post this notice in a conspicuous location. Thank you.

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Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date(s) of closure: \_\_\_\_\_ Time: between \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

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To be signed by Event Sponsor Representative after completion of required 72-hour notification and submitted to the City of Merced Planning Dept, City Hall (2<sup>nd</sup> Floor), 678 W. 18<sup>th</sup> Street, Merced.

I have notified the required parties of the dates, times, and affected streets, as required.

Signed \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_