

**City of Piedmont**  
**Application for Street/Sidewalk Use Permit**

Applicant's Name \_\_\_\_\_ Phone (h) \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_ Phone (w) \_\_\_\_\_

Address \_\_\_\_\_ Phone (cell) \_\_\_\_\_

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1. Special use of street/sidewalk (parade, marathon, etc.) \_\_\_\_\_  
Closure of street \_\_\_\_\_  
Other (specify) \_\_\_\_\_

2. Name of street(s) and range of house numbers (i.e. Bonita Avenue between 200-300)  
\_\_\_\_\_

3. Name of cross street(s) \_\_\_\_\_

4. Day/Date of event \_\_\_\_\_ Time/Hours \_\_\_\_\_

5. Number of participants (estimate) \_\_\_\_\_

6. Reason/Event/Explanation \_\_\_\_\_  
\_\_\_\_\_

7. Special Needs / Requests \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read City Council Policy No. 1 and certify that the foregoing information is true and correct to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*When completed, this form will serve as notice to those residents affected by the proposed street closure. Applicant is required to provide this notice to the addresses on the attached list and map.*

**Fee: \$40.00 (cash or check only) made payable to City of Piedmont**

**Submit: 10 Days in Advance of Event**  
**City Clerk's Office, 120 Vista Avenue, Piedmont, CA 94611**





City of Piedmont  
POLICY & PROCEDURE  
City Council - No. 1

**Special Use or Temporary Closure of City Street and Sidewalks**

**POLICY**

To encourage community events and the development of neighborhoods within the city, permission for special use or temporary closure of streets and sidewalks *may* be granted by the City Administrator based on the following standards:

1. The temporary closing of the street or sidewalk to traffic will not substantially inconvenience persons who would normally use such street(s) or interfere with the general health, safety and welfare of the community.
2. The conduct of the activity will *not* impair normal police and fire operations.
3. The city shall not incur additional street maintenance or other public works costs because of the street/sidewalk closure.
4. A majority of the residents of the block or street concerned consent to the street/sidewalk closure.
5. No extreme hardship, as determined by the City Administrator, shall be imposed on any resident.
6. The activity shall be conducted in accordance with all applicable city and state laws, ordinances, regulations and conditions.

**PROCEDURE**

1. Requests for street/sidewalk closures shall be submitted to the office of the City Administrator on a form provided by the city.
2. Written notice of the proposed street/sidewalk closure on a form provided by the city shall be provided by the applicant to ALL RESIDENTS on affected block(s) or streets or portion of block(s) or streets at least 10 days in advance of the event, except for good cause being shown to shorten the time of notice. The city's goal is to have at least 70% approval before authorizing a street closure.
3. The city may provide barricades or traffic signs, however, the applicant shall be responsible for acquisition, installation and removal of any barricades or traffic signs which are required.
4. All clean-up and removal of equipment and signs is the responsibility of the applicant.
5. In cases of street closure, a 20' fire lane may be required by the Fire Chief.

6. The Chief of Police may at any time revoke permission and restore normal traffic on any closed street.
7. If any applicant is dissatisfied with the decision of the City Administrator a written appeal may be submitted to the City Council.
8. The City Administrator, at his/her discretion, may refer any request for street or sidewalk closure directly to the City Council.
9. A fee shall be charged for all street closures at a rate established from time to time by the City Council during annual budget adoption.

### **EXCEPTIONS**

1. In order to notify public safety personnel, applications for block parties for the 4<sup>th</sup> of July shall be required at least two business days in advance, although in all other respects such street closures are exempt from this policy.

Adopted      6/6/1977  
Revised      11/1/04