

City of Piedmont
APPLICATION FOR STREET / SIDEWALK USE PERMIT
City Clerk's Office – (510) 420-3040

Applicant's Name _____ Phone (h) _____

Name of Organization (if applicable) _____ Phone (w) _____

Address _____ Phone (cell) _____

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 (Payable to City of Piedmont)

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

(For City Use Only)

Application complete, fee paid and signatures checked: _____

City Clerk

Approved: _____
Public Works Department Date

Approved: _____
Fire Department Date

Approved: _____
Police Department Date

Approved: _____
Paul Benoit, City Administrator Date

Additional Requirements:

For street closures, one lane MUST be kept open for emergency vehicles.

Permit Returned to Applicant on _____

By _____

City of Piedmont
NEIGHBORHOOD NOTIFICATION FORM
For Street/Sidewalk Use Permit

Dear Resident:

The City of Piedmont has received the attached application for a Street/Sidewalk Use Permit which would affect your neighborhood. The city would like to know if you have any objections to the proposed use/closure.

| Address | Signature | Date | Objection? Yes/No |
|----------------|------------------|-------------|------------------------------|
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(This form must be signed by all neighbors on the affected blocks and be presented with the completed Application for Street/Sidewalk Use Permit. Use additional forms as needed.)

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 4th 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