



TEMP. STREET CLOSURE/BLOCK PARTY PERMIT

PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1166 • Fax: 619.667.1380

POLICY FOR ISSUING PERMITS FOR TEMPORARY STREET CLOSURES/BLOCK PARTIES (For Local/Residential Streets Only)

DATE: July 22, 2019 (Revised)

ISSUED BY: Director of Public Works/City Engineer

SCOPE

This policy is for closure of residential streets ONLY. Requests for closure of a major street (La Mesa Blvd., University Ave., etc.) should be directed to the City Manager's Office for City Council approval.

PRACTICE

1. The applicant shall submit the following standard forms:
 - Temporary Street Closure Permit Application
 - Petition For Temporary Street Closure
 - Barricade/Detour Plan showing a plan of the area with affected streets and a list of traffic control devices that will be employed (barricades, signs, etc.)
 - Layout Plan showing placement of temporary structures, equipment and emergency vehicle route
 - Sound Amplification Information form and Alcohol Permit, if applicable (*Permits for alcohol are Issued through the Dept. of Alcoholic Beverage Control. Please provide a copy of the completed Application form to the City for review/approval.*)
 - Insurance coverage
2. The applicant shall obtain approval signatures from at least 80 percent of the residents living within the temporary street closure area.
3. The forms listed in Practice 1 above must be submitted at least **fifteen** (15) working days before the date of temporary street closure. Consent to operate sound amplifying equipment should be obtained from the Police Department. Alcohol permits are issued through the Department of Alcoholic Beverage Control.
4. The Engineering Division will obtain signatures from the Fire and Police Departments.
5. The City Risk Manager will review the application and provide a certificate of insurance for special event liability or verify other coverage.
6. The applicant shall make the necessary arrangements for rental of barricades and street signs prior to permit issuance. Proof of payment will be required.
7. The Engineering Division will issue the permit and assign a permit number after obtaining the signature of the Director of Public Works/City Engineer and collecting payment of fees from the applicant (Permit Fee PLUS Insurance Premium). The City Risk Manager will provide the cost of the insurance premium and the amount to be deposited based on the City's current fee schedule.
8. Engineering staff will provide copies of the permit to the applicant, Public Works Inspector, Police Department, Fire Department and Public Works Operations. The original shall be kept on file in the Engineering Division in file 0485-80.
9. It is the responsibility of the applicant to inform the Engineering Division when traffic control setup will be complete and to request an inspection of the site.

INSTRUCTION SHEET

FOR COMPLETING TEMPORARY STREET CLOSURE PERMIT APPLICATION FORM

1. The permit number will be assigned by the Engineering Division.
2. Provide the name of the street you are requesting closure of.
3. Between/And: Provide the names of cross streets, house numbers or other indicators to identify the limits of the closure. *(This information should also be included on the Barricade/Detour Plan and Layout Plan.)*
4. Enter the date and time the street closure will begin and end in the spaces provided.
5. Applicant Information: Provide the name and contact information for the individual requesting the temporary closure. (Please fill in all contact information requested.)
6. State the reason for the requested street closure.
7. Indicate the number of persons expected to attend the event.
8. Indicate whether additional insurance coverage will be obtained through the City's policy *(at an additional cost)* or through other coverage.
9. Indicate whether amplified music (either by DJ, live band, or personal sound equipment) will be generated. *(If yes, Sound Amplification Permit is required by La Mesa Police Dept.)*
10. Indicate whether alcohol will be served. *(If yes, the applicant is required to obtain a permit from the Dept. of Alcoholic Beverage Control. Submit a copy of the completed permit form with your Street Closure Permit Application to the City of La Mesa.)*
11. Indicate if the petition has been circulated to residents. If no, state reason(s).
12. Indicate whether 80% of residents were in favor of the closure. If no, state reason(s) why required approvals were not received.
13. Sign and date the application and submit the form to the Engineering Division along with the signed *Petition for Temporary Street Closure*, completed *Barricade/Detour Plan*, completed *Layout Plan*, copy of the completed *Daily License Application* for serving alcohol (if applicable), proof of insurance coverage and payment of appropriate fees.
14. *Completed Sound Amplification Information forms* should be submitted to the Police Department for approval. Alcohol permit applications shall be submitted to the Department of Alcoholic Beverage Control.

La Mesa requires payment of the following fees:

- | | |
|---------------------|--|
| \$ 50.00 | Block Party/Street Closure Permit Fee. |
| \$ 119.00
(Min.) | Insurance Fee; fee is per each event day based on 1 – 100 persons in attendance. Fees increase with number of attendees. |
| \$ 25.00 | Sound Amplification Fee (commercial purposes only). No fee for use of sound equipment for non-commercial purposes however forms still need to be submitted to the La Mesa Police Department. |

Alcohol Permit Fees are collected by the issuing agency.

Fees are based on the most current City Fee Schedule and Insurance Underwriter's annual review and are subject to change.



Once the City has reviewed the package, any excess fees will be refunded or additional fees may be required, as necessary.

BARRICADE/DETOUR PLAN

(See instructions on reverse)

SPECIAL INSTRUCTIONS: IDENTIFY PLACEMENT OF CONCRETE K-RAIL OR VEHICLE PARKED IN ROADWAY PERPENDICULAR TO CURBS TO SECURE ENTRY POINTS OF ASSEMBLAGE AREA, TOTAL OF 2 LOCATIONS. MAINTAIN 12'-0" DISTANCE BETWEEN BARRIER AND CURB ON OPPOSING TRAFFIC SIDE. PLACE 2 TYPE II TEMPORARY BARRICADES IN THIS SPACE.

FIRE DEPARTMENT NOTES: **Do not locate anything within 30'-0" of barriers closing off street.**

LEGEND: R11-2 – ROAD CLOSED R11-4 – ROAD CLOSED TO THRU TRAFFIC  - TYPE II BARRICADE
R3-1 – NO RIGHT TURN W20-3 – ROAD CLOSED AHEAD  - K-RAIL/VEHICLE
R3-2 – NO LEFT TURN (E)R1-1 – EXISTING STOP SIGN

INSTRUCTION SHEET

FOR COMPLETING THE BARRICADE/DETOUR PLAN

In the space provided on the other side of this sheet, please provide a sketch of the immediate and surrounding area that is likely to be affected by the requested street closure. At a minimum, the site plan should include the following information:



1. Types and locations of barricades.

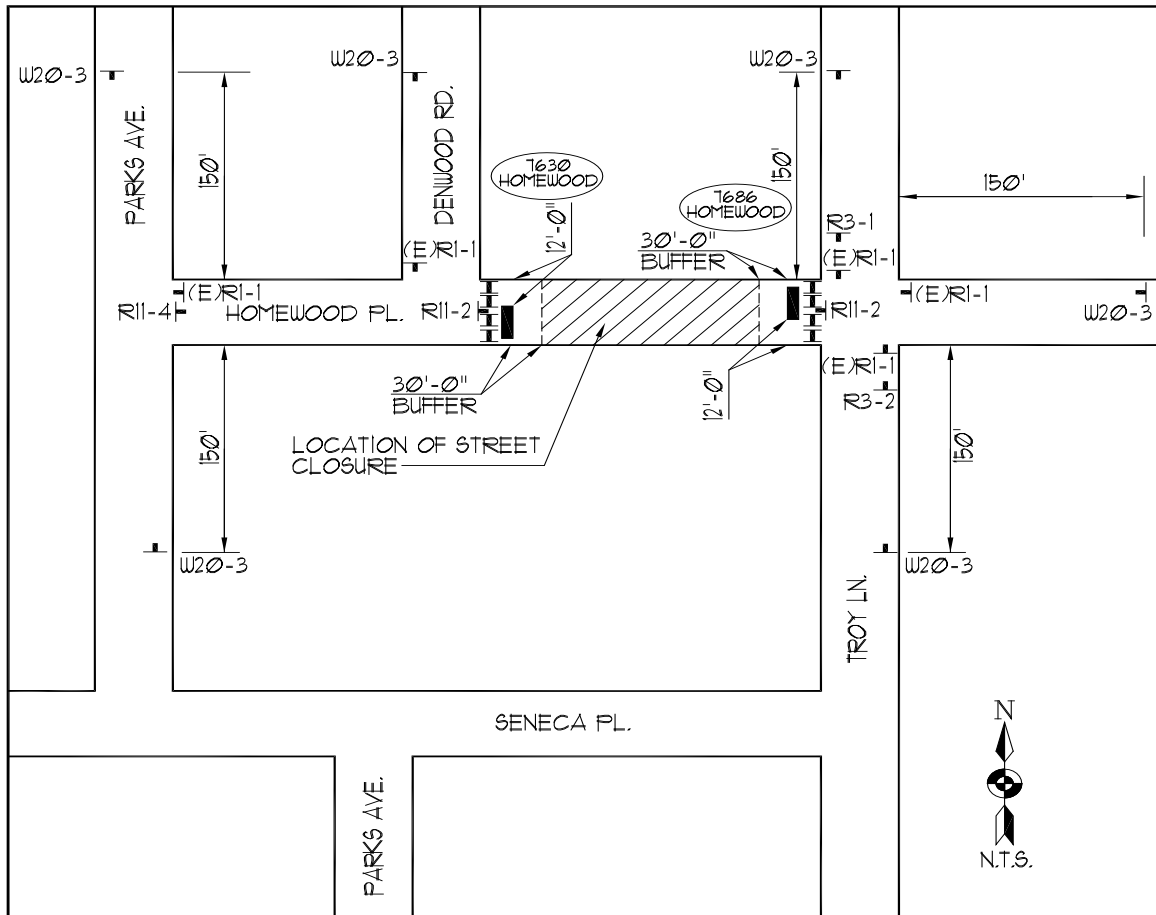
Privately owned vehicles may be used instead of K-Rails, provided that a copy of the approved permit is posted inside the vehicle, in the window where it is visible to the public.

The Fire Department also requires that keys to vehicles used as barricades be readily available in the event emergency vehicle access to the street is necessary.

2. Types and locations of temporary road closure and detour signage.

3. The limits of the street closure. Include any information that will help discern the limits of the closure. For temporary closure of full street, provide the block numbers and names of cross streets where closure begins and ends. For partial closure beginning mid-block, show house numbers, landmarks, etc.

- | | | |
|--|---|---|
| <p>LEGEND: R11-2 – ROAD CLOSED
R3-1 – NO RIGHT TURN
R3-2 – NO LEFT TURN</p> | <p>R11-4 – ROAD CLOSED TO THRU TRAFFIC
W20-3 – ROAD CLOSED AHEAD
(E)R1-1 – EXISTING STOP SIGN</p> | <p> - TYPE II BARRICADE
 - K-RAIL/VEHICLE</p> |
|--|---|---|



LAYOUT PLAN

(See instructions on reverse)

SPECIAL INSTRUCTIONS: IDENTIFY PLACEMENT OF CONCRETE K-RAIL OR VEHICLE PARKED IN ROADWAY PERPENDICULAR TO CURBS TO SECURE ENTRY POINTS OF ASSEMBLAGE AREA, TOTAL OF 2 LOCATIONS. MAINTAIN 12'-0" DISTANCE BETWEEN BARRIER AND CURB ON OPPOSING TRAFFIC SIDE. PLACE 2 TYPE II TEMPORARY BARRICADES IN THIS SPACE.

FIRE DEPARTMENT NOTES:

1. KEEP TABLES, SHADE STRUCTURES, INFLATABLE JUMPY, ETC. TO ONE SIDE OF THE STREET, MAINTAINING 16'-0" OF CLEAR SPACE TO ALLOW EMERGENCY VEHICLE ACCESS TO CLOSURE AREA. DO NOT LOCATE ANYTHING WITHIN 30'-0" OF BARRIERS CLOSING OFF STREET.
2. NO FIRE WORKS ALLOWED. THIS INCLUDES PARTY POPPERS AND SNAP CAPS.
3. ALL COOKING SHALL BE DONE IN BBQS. NO OPEN FLAMES ALLOWED.

LEGEND:  - TYPE II BARRICADE  - K-RAIL/VEHICLE

INSTRUCTION SHEET

FOR COMPLETING THE LAYOUT PLAN

In the space provided on the other side of this sheet, please provide a sketch of the street closure layout and immediate area. At a minimum, the site plan should include the following information:

1. Types and locations of barricades.

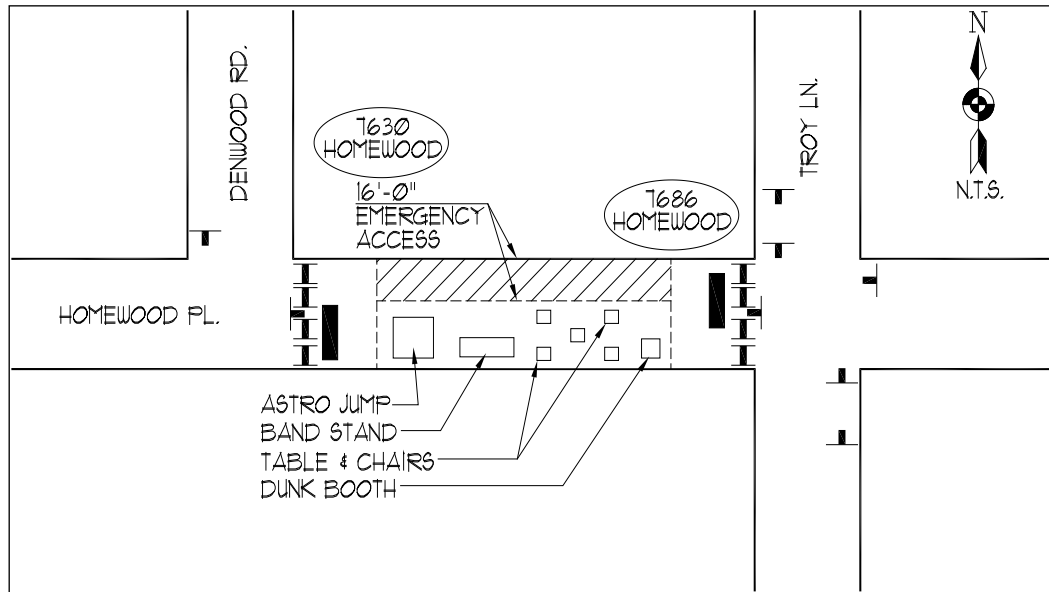
Privately owned vehicles may be used instead of K-Rails, provided that a copy of the approved permit is posted inside the vehicle, in the window where it is visible to the public.

The Fire Department also requires that keys to vehicles used as barricades be readily available in the event emergency vehicle access to the street is necessary.

2. Location of any temporary structures and equipment; canopy, inflatable jumper, etc.

3. Location and route for emergency vehicle access to the site. Indicate the width of emergency access (16' minimum) to be maintained during temporary closure.

LEGEND:  - TYPE II BARRICADE  - K-RAIL/VEHICLE





City of La Mesa

POLICE DEPARTMENT

SOUND AMPLIFICATION INFORMATION

The owner/user of sound amplifying equipment is required by municipal ordinance to file this statement with the Chief of Police and receive consent to operate said equipment as provided for in the La Mesa Municipal Code.

The issuance of this approval does not relieve the owner/user of the responsibilities under the laws of the State of California, and specifically Section 415(2) of the Penal Code, regarding disturbances to the peace, health and welfare of the public and neighborhood, nor does it preclude the right of the City of La Mesa to regulate and enforce municipal code violations of outdoor assemblages, unlawful use of public or private property, noise abatement, disorder, intoxication, litter or minor's curfew violations. The City of La Mesa requires charging fees to the responsible parties for the second or return call to all parties, gatherings or events, which create a public disturbance. This is in addition to any criminal charges, which may be filed. The authorized parties should make every effort to notify and gain the cooperation of their neighbors to avoid noise or disturbance complaints.

The parties authorized to operate sound amplifying equipment are required to meet the requirements under Section 10.80.170 of the La Mesa Municipal Code:

- (a) The only sounds permitted shall be either music or human speech, or both;
- (b) The operation of sound amplifying equipment shall occur between the hours of 7:00 a.m. and 10:00 p.m. each day authorized;
- (c) Sound level emanating from sound amplifying equipment shall not exceed fifteen (15) decibels above the ambient noise level of the zone, per 10.80.040 LMMC;
- (d) Notwithstanding the provisions of Subsection (c) of this Section, sound amplifying equipment shall not be operated within 200 feet of churches, schools, hospitals, or City or County buildings; and,
- (e) In any event, the volume of the sound shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing, or a nuisance to reasonable persons of normal sensitiveness within the area of audibility.

10.80.020 Definitions:

- (o) Commercial Purpose. "Commercial purpose" shall mean and include the use, operation, or maintenance of any sound amplifying equipment for the purpose of advertising any business, or any goods, or any services, or for the purpose of attracting the attention of the public to, or advertising for, or soliciting patronage or customers to or for any performance, show, entertainment, exhibition, or event, or for the purpose of demonstrating such sound equipment.
- (p) Noncommercial Purpose. "Noncommercial purpose" shall mean the use, operation, or maintenance of any sound equipment for other than a "commercial purpose." "Noncommercial purpose" shall mean and include, but shall not be limited to, philanthropic, political, patriotic, and charitable purposes.

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City of La Mesa

POLICE DEPARTMENT

SOUND AMPLIFYING EQUIPMENT REGISTRATION STATEMENT

A registration statement must be filed with the Chief of Police at least ten (10) days prior to the use of the equipment. Disapproval of this statement may only be appealed to the City Council. The Owner/User must report the general description of the sound amplifying equipment to be used, the maximum sound producing power, wattage of equipment, the volume in decibels of sound which will be produced, the approximate distance for which sound will be audible from the sound amplifying equipment, the license and motor number of the sound truck, if used, and whether the sound amplifying equipment will be used for commercial or non-commercial use.

Registration Fee: A fee in the amount of \$25.00 per year, or any portion thereof, shall be paid to the City of La Mesa, if the sound truck, loudspeaker or sound amplifying equipment is to be used for commercial purposes.

Name of Applicant	Circle: Owner / User
Driver's License / I.D. Card Number	
Address	
Telephone Number	
E-mail Address	
Name of Applicant	Circle: Owner / User
Driver's License / I.D. Card Number	
Address	
Telephone Number	
Date and Hours of Use	
Location of Use	
Reason for Use	
Make/Model of Equipment	
Wattage of Equipment	
Estimated Volume in Decibels	
Sound Distance	
Sound Truck License and VIN	
Commercial or Non-Commercial Use	Commercial _____ Non-Commercial _____

Date Received:	
Receipt Number (if Commercial Use)	
Approved	
Denied	

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INSTRUCTIONS FOR OBTAINING A DAILY LICENSE

FEES:	Beer & Wine.....	\$50.00 a day
	General (includes beer, wine & distilled spirits)	\$75.00 a day
	Special Temporary License	\$100.00

METHOD OF PAYMENT: Cashier's check or money order made payable to the Department of Alcoholic Beverage Control.

APPLICATION REQUIREMENTS:

- Complete *Daily License Authorization* (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit <http://www.abc.ca.gov/distmap.html>
- Form ABC-221 may be submitted either in person or by mail.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

If your organization intends to make a "Casino Night" or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit <http://www.oag.ca.gov/gambling/charitable> for more information.

QUALIFIED ORGANIZATIONS:

- To qualify for a GENERAL license, you must be:
An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND WINE license, you must be:
An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the **first time** your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number

POLICE DEPARTMENT APPROVAL:

- Police department approval may be required when any of the following apply:
 - A large number of people are attending
 - The event is being held on a public street or in a public area (i.e. - parking lot)
 - This is the first time an event is being held at the location
 - The event is a "casino night"
 - In certain other circumstances at the Department's discretion.

It is the applicant's responsibility to obtain local law enforcement's approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

CONDITIONS:

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

If above requirements are not met, the one day license may not be approved.

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
\$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. LICENSE TYPE (Check appropriate license type AND organization type)

a. **Daily General (\$75.00)** *(Includes beer, wine and distilled spirits)*

<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

b. **Special Daily Beer & Wine (\$50.00)**

<input type="checkbox"/> Charitable	<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Political	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civic	<input type="checkbox"/> Religious	<input type="checkbox"/> Cultural	<input type="checkbox"/> Amateur Sports Organization	

c. **Special Temporary License (\$100.00)** *(Different privileges depending on statute)*

<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P

Other Special Temporary Licenses, per Section _____

License number _____ Amount \$ _____

3. EVENT TYPE

<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From _____ To _____
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7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input type="checkbox"/> No	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? _____
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13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER
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15. REPRESENTATIVE'S ADDRESS

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED
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PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.