

**CITY OF CULVER CITY
ADMINISTRATIVE POLICY/PROCEDURE**

Policy Number: XXXXXX

Effective date: _____

Subject: Block Parties

Source/Authority: Public Works/City Manager

PURPOSE:

To establish policies and procedures for the issuance of a Street Use Permit to conduct a "Block Party."

STATEMENT OF POLICY:

The City encourages those activities that promote goodwill and relations within residential areas, including pre-planned special occasions where neighbors within a given residential block utilize the sidewalk and a portion of the City street for the purpose of gathering together to hold approved social events. For purposes of this Policy, such shall be referred to as "Block Parties."

PROCEDURES:

A person wishing to conduct a Block Party must make application for a Street Use Permit by submitting to the Public Works Department, Engineering Division, at least 15 days prior to the date of the Block Party, a completed Block Party Application and Petition Packet (Rev. 3.1 10-03-16), attached to this Policy as Attachment No. 1 and incorporated herein by this reference.

Approved Block Party Permits shall be subject to the Block Party Conditions set forth in the Block Party Application and Petition Packet (see Attachment No. 1).

Prior to approval of a Block Party Permit, the Public Works Department, Engineering Division, shall review and confirm that there is no conflict with scheduled right-of-way work at the requested Block Party location on the requested date.

If the Block Party Permit is granted, the applicant will be notified within two business days. A copy of the permit will be forwarded to the Police Department, Fire Department and City Manager.

ATTACHMENT NO. 1**CITY OF CULVER CITY****ENGINEERING DIVISION
PUBLIC WORKS DEPARTMENT****PETITION TO HOLD A BLOCK PARTY AND
APPLICATION FOR A STREET CLOSURE**

This form must be submitted no later than 15 full City Hall working-days prior to the proposed Block Party date.

CONTACT INFORMATION		BLOCK PARTY	
NAME		DATE APP SUBMITTED:	___/___/___
ADDRESS		DATE OF PARTY:	___/___/___
PHONE NO.		PROPOSED PARTY HRS:	___:___ to ___:___
E-MAIL		APPROVED:	FOR OFFICE USE
		BLOCK NO.	___
		STREET NAME	

Applicant, please fill in these three fields. ➔	PETITION INFORMATION	
	Number of dwelling units on the block:	
	Dwelling units represented on the Petition:	
	Percentage of dwelling units represented:	
APPLICANT ACTION REQUIRED:		
Fire Department to be notified at (310) 253-5925 by Applicant 72 hours prior to party, on (please indicate date):		___/___/___
Police Department to be notified at (310) 837-1221 by Applicant 72 hours prior to party, on (please indicate date):		___/___/___

FOR OFFICE USE ONLY		
BY	Permit No.:	
BY	Approved Date:	
BY	Approved By:	
BY	In lieu of \$500 deposit, Applicant will pay for traffic control equipment not returned:	___/___/___
BY	PW/Ops contacted by Staff on:	___/___/___
BY	Barricades to be borrowed by Applicant:	QTY
BY	Cones to be borrowed by Applicant:	QTY
BY	Signs to be borrowed by Applicant:	QTY/TYPE

BLOCK PARTY CONDITIONS OF APPROVAL

APPLICATION

1. Applications to close residential streets to hold block parties may be submitted, on approved forms, to the Engineering Division, Traffic Engineering Section, at 9770 Culver Boulevard, 2nd Floor, Culver City, CA 90232, (310) 253-5600. Submittals shall be accepted no less than 15 full City Hall working-days prior to the proposed block party.

PETITION SUPPORT

2. The request for a block party must be supported by a minimum of 75% of the residences on the block, as indicated by one representative signature from each residence on the Petition forms.

20' CLEARANCE LANE

3. Create and maintain free and clear of any obstruction at all times, a 20' "fire lane" that runs the length of the whole block. This is to provide unimpeded access to emergency services personnel and their vehicles in case of an emergency.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE AND PEDESTRIAN ACCESS

4. Unimpeded sidewalk access shall be provided for all pedestrians in compliance with ADA regulations.
5. Pedestrians using the street as a through route to another destination shall not be prevented.

BLOCK PARTY ATTENDANCE

6. Residents shall not be denied attendance.

PROHIBITION OF CHARGING A FEE

7. No fees of any kind may be charged, including admission, cost-offset, cost-sharing, etc.

PROHIBITION OF ALCOHOLIC BEVERAGES IN THE PUBLIC RIGHT-OF-WAY

8. Alcohol and beverages containing alcohol in any amounts may not be served nor consumed in the public right-of-way.

BLOCK PARTY CONDITIONS

(continued)

TRAFFIC CONTROL SET-UP

9. A team of a minimum of two representatives of the Applicant shall set up traffic control--one to setup the traffic control equipment and the second to be vigilant and alert the first as traffic approaches. The one setting up the traffic control equipment shall wear a proper reflective vest while doing the traffic control setup prior to the event and again during the removal of the traffic control after the event. Traffic control shall be set up as per the plan authorized by the Engineering Division.

STREET CLEAN-UP

10. Street shall be left in a clean condition; if the street is not left in a clean condition in the judgment of the City Engineer, and the City needs to have the street swept outside of its regular schedule, the Applicant shall be billed for the cost of the extra sweeping service.

NOISE ORDINANCE COMPLIANCE

11. The block party event and all in attendance shall comply with the Noise Ordinance. Please see the Culver City Municipal Code, Section 9.04.020. The use of musical instruments, radios, and the like, shall cease at 10 p.m. (CCMC 9.04.020 (B)). If loud speakers and amplifying devices will be used, a separate permit is required from Culver City Police Department (CCMC 9.04.020 (C)).

LIQUID RUN-OFF COMPLIANCE

12. Full compliance is required of Applicant and all in attendance, with the National Pollutant Discharge Elimination System (NPDES) laws and regulations – surface run-off of water or other liquids is not allowed.

NOTIFICATION

13. Applicant shall notify every residence in the block, in writing, a minimum of 10 days prior to the proposed block party, indicating the block party resident coordinator's contact information (typically the Applicant), date and hours of the event. The written notification shall also indicate that vehicular traffic may not be allowed within the perimeter of the block party during the event; driveway egress/ingress will be unavailable. The City's contact shall also be included in the notification, as follows: Traffic Engineering Section, 9770 Culver Boulevard, 2nd Floor, Culver City, CA 90232, (310) 253-5600.
14. 72 hours prior to the block party, call and advise the Police Department and the Fire Department that you will be holding a block party and that the street will be closed to traffic under a City permit. The Police Department

non-emergency phone number is (310) 837-1221; the Fire Department non-emergency phone number is (310) 253-5925.

TRAFFIC CONTROL EQUIPMENT DELIVERY/PICK-UP

15. The Engineering Division will arrange for Applicant to borrow the number of barricades, cones, and signs required, as indicated by the Engineering Division. In the absence of delivery of the traffic control equipment one day prior to the block party, and only if the Engineering Division is not open for business, please call Public Works Operations Division at (310) 253-6440 to check on the equipment delivery place and time. The equipment will be picked up from the same location where it was dropped off, on the first business day following the block party.

STREET-USE PERMIT IS REQUIRED

16. Upon approval of the Application by the Traffic Engineering Section, obtain a Permit for the block party, the required street closure, and necessary traffic control setup, from the Engineering Division, a minimum of one week prior to the date of the event. Please be aware that City Hall is closed every other Friday; please arrange for your permit to be issued accordingly.
17. Any preparation, coordination, and expense incurred by the Applicant, prior to obtaining a permit, is at his/her sole cost, risk and discretion.

YOU WILL BE BILLED, IN LIEU OF A \$500 DEPOSIT, FOR ANY LOST OR DAMAGED TRAFFIC CONTROL EQUIPMENT (OR NEED FOR STREET SWEEPING)

18. Previously, a \$500 deposit had been required. However, this represented an impediment to some Applicants. In lieu of a deposit, by applying for a permit, you, the Applicant, accept responsibility for payment of any lost or damaged traffic control equipment that you are borrowing from the City, or for the need for street sweeping (or other street cleaning efforts), as a result of your block party's activities in the public right-of-way. Payment is due 30 days from the date of the invoice.

Applicant
agrees:

(initials)

PERMIT REVOCATION

19. The permit may be revoked, at any time, by the City Engineer, if it is necessary to do so in his judgment.

ADDITIONAL CONDITIONS

20. Other conditions may be applied by the City to this event.

PETITION TO CLOSE THE STREET AND HOLD A BLOCK PARTY

On the _____ block of _____, between
_____ and _____
on (date) _____.

	Name/Representative	Phone No.	House/ Appt. No.	Unit #	e-mail address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

PETITION TO CLOSE THE STREET AND HOLD A BLOCK PARTY

On the _____ block of _____, between
_____ and _____
on (date) _____.

	Name/Representative	Phone No.	House/ Appt. No.	Unit #	e-mail address
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					

PETITION TO CLOSE THE STREET AND HOLD A BLOCK PARTY

On the _____ block of _____, between
_____ and _____
on (date) _____.

	Name/Representative	Phone No.	House/ Appt. No.	Unit #	e-mail address
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					
54.					
55.					
56.					
57.					
58.					
59.					
60.					

TYPICAL TRAFFIC CONTROL INSTALLATION

Public Works Department, Maintenance Operations Division, will lend you the traffic control equipment you need for your block party. If your block's configuration is different than the examples shown below, please speak with Traffic Engineering staff for assistance.

