

SACRAMENTO COUNTY DEPARTMENT OF TRANSPORTATION

4100 Traffic Way, Sacramento, CA 95827 Phone (916)875-5123

APPLICATION FOR STREET USE PERMIT

1. Application is made for permission to encroach on County highway right of way for the activity described below on:

_____ between _____
(Name of Road) (Cross Roads or Address)

(Applicant: Please Press Hard and Print in Black or Blue Ink)

2. Description of Activity:

(a) Kind: _____
(Parade, Street Closure for Group Function: Dance, Music Festival, Block Party, Etc., - Be Specific)

(b) Participants: _____
(Number of each - Walkers, Cars, Bicycles, Horses, Floats, Etc.)

Starting Time: _____ Date: _____ Completion Time: _____ Date: _____

3. Attach 5 (five) maps or sketches to application. See back of application under traffic control for details required on maps or sketches.

4. Applicant shall contact Regional Transit and the local fire department serving the area covered by this permit to learn and comply with their requirements and additional instruction, if any.

5. This application must be completed, with all required attachments, and submitted to the Sacramento County Public Works Agency, Department of Transportation, at the above address at least 30 days prior to the activity starting date.

6. Departmental review will be completed within 30 working days of the application date. Permit, if approved, will be mailed to applicant (or applicant will be notified of denial) no later than 3 days prior to activity starting date, if not called for at Public Works Agency (address above).

7. Attention is directed to the General Provisions and Specific Conditions printed on the reverse side of this permit and to any Special provisions attached hereto and made a part thereof.

8. Time limit is 10:00PM Sunday - Thursday and 12:00 PM Friday and Saturday.

9. The Department of Transportation may require a Certificate of Liability in the amount of \$2,000,000 for certain events, such as parades, fun runs, marathons, etc. **SEE CERTIFICATE OF LIABILITY SHEET**

CONDITIONS

In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento and any officer or employee thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any activity undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of the activity interferes with the future use of the highway it must be removed or relocated, as designated by the Director of County Engineering, at the expense of the applicant or his successor in interest.

Application Date: _____

Applicant: _____

Signature: _____

Address: _____

Telephone No.: _____

Space for Sketch or Additional Details

**SEE ATTACHED CONDITIONS AND PLAN
CONSULT YELLOW PAGES FOR
RENTAL OF REQUIRED EQUIPMENT.**

PERMIT AUTHORIZATION

Traffic Review By: _____ Date: _____

Sheriff Review By: _____ Date: _____

CHP Review By: _____ Date: _____

Permit Fee: \$ ϕ

Charge code: AFS LRAC LINE 8600 005A-2900000-92927000

Validation: (REQ'D)

This permit shall be void unless the activity herein contemplated shall have been undertaken and completed according to the times and dates established above and is not transferable.

APPLICATION APPROVED SUBJECT TO CONDITIONS INCLUDED AND IMPLIED AND IS REVOCABLE AT ANY TIME.

Steve M. Pedretti, Director of Engineering

By: _____ Date: _____

GENERAL PROVISIONS

PERMIT. This permit is issued in accordance with Sections 21100 and 21101 of the California Vehicle Code and Title 9 and 10 of the Sacramento County Code.

PERMITEE. No permits will be issued unless signed by a person or persons 21 years of age or older.

APPROVAL. This permit is subject to the approval of the California Highway Patrol and the Sacramento County Sheriff. Either of these agencies may add additional requirements, conditions, or restrictions and may request the Director of Public Works to deny this permit in the interest of public safety if any specific requirements are imposed by any of these agencies, the applicant shall be responsible for any contact with them necessary for fulfilling the additional requirements.

ACCEPTANCE OF PROVISIONS. It is understood and agreed by the Applicant that the undertaking of activity under this permit shall constitute an acceptance of all the general and specific conditions hereof.

KEEP PERMIT ON SITE. This permit shall be kept at the site of the activity and must be shown to any representative of the Public Works Agency or any law enforcement officer on demand.

MINIMUM PUBLIC DISTURBANCE. Loud music, noise, and other disturbances must be kept to a minimum consistent with the wishes of adjacent property owners and occupants and the affected public. Disturbance complaints will result in possible enforcement action and denial of future street use permits.

MINIMUM INTERFERENCE WITH TRAFFIC. All activity shall be planned and carried out so that there will be the least possible inconvenience to the traveling public.

FEES. There shall be no fee or charge required for vehicles or persons to enter or leave or use a County highway.

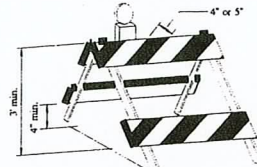
TRAFFIC CONTROL. Permittee shall take adequate precautions for the protection of the traveling public. Barricades, red lights, warning signs, and flagmen, where necessary, shall be maintained until all obstructions are removed and the roadway is safe for the use of the traveling public. Highways shall not be closed or traffic lanes blocked unless specifically permitted on this permit. No structure shall be placed in any public street which would impede the movement of vehicles except for movable barricades as authorized herein. Access to a closed street shall be denied to through traffic by placing wooden barricades across the closed street at each intersection with another public street. These barricades shall be placed approximately 10 to 20 feet away from the intersection and shall not impede the movement of vehicles along the intersecting street. Access to a closed street shall be provided for local traffic and emergency vehicles at all times by leaving a 10-foot gap in the barricading at each location where access is controlled.

A street closure on a residential street which complies with the requirements of the section below on street closures for non-public purposes will normally require no traffic control or directional signs other than the barricades and "Road Closed" signs described in the following sections on barricades and signs. The road closure locations must be shown on a sketch or map.

In addition to meeting the specific conditions indicated below, parades or similar activities may require a detailed traffic detour plan. A traffic detour plan will normally not be required in the case of 30 or fewer legally registered vehicles with a route generally along minor streets provided not more than 1/2 mile of the route is on a major arterial street of 4 or more lanes in width. In addition, the parade speed on the major street must be at least 1/2 of the posted speed limit. Another example of an event which would not require a detour plan is a walk-a-thon in which all the streets on the route have adequate provisions for pedestrians, the walkers are sufficiently spread out, and they obey all traffic laws.

Some activities will require a complete detailed traffic detour plan. An example is a parade with floats, walkers, or horses on a major street. Another example would be a community function which requires closing a major street. In some cases traffic may be able to be detoured onto two lanes of a 4-lane street while in other cases an alternate route around the parade route will have to be provided for traffic. When horses are used in a parade, they must be separated from the traffic by a median island or a vacant traffic lane. A complete detour plan shall include all required signs, barricades, delineators, etc., for safely detouring traffic around the street closure. If it is not clear whether an activity will require a detour plan and/or a street closure, the prospective permittee should contact the county traffic section before submitting the permit application.

BARRICADES. Wooden barricades shall have the dimensions as shown in Drawing. The standard marking for barricades shall be alternate black and white sloping stripes, but black and yellow stripes or all white or all yellow barricades are acceptable. When striping is employed, each barricade rail shall be marked with alternate black and white (or yellow stripes of 4 inch to 6 inch widths at an angle of 45 degrees).



TYPE II

Each barricade used at night shall be effectively reflectorized or illuminated and shall be equipped with a battery operated barricade flasher having the following characteristics:

- HEAD ASSEMBLY:** The head assembly shall consist of two lenses for bi-directional operation. The two lenses shall be circular in shape, 7 inches in diameter. Each lens shall have a 1/2 inch wide perimeter of reflex reflecting median as an integral part of the lens. The color of the lens shall conform to the USASI D. 10.1 yellow signal lens specifications.
- OPTICAL REQUIREMENTS:** The minimum effective intensity shall be 3.5 candles maintained within an elliptical pattern 9 degrees on each side of the vertical axis, and 5 degrees above and 5 degrees below the horizontal axis.
- FLASH RATE:** The flash rate shall be 55 to 75 flashes per minute.
- DWELL TIME:** The minimum dwell time shall be 150 milliseconds. Battery operated barricade flashers should be mounted a minimum of 3 feet above the roadway.

SIGNS. At least one sign reading "Road Closed" shall be placed at each barricaded intersection. Each sign shall measure at least 48 inches by 30 inches and shall have 8 inch black letters on a white background. Each sign shall be mounted on the barricade as described above and shall be effectively reflectorized or illuminated if used at night.

SPECIFIC CONDITIONS

PARADES

- A suitable map or sketch must be furnished in quadruplicate legibly showing the parade route including direction of travel on each County road and points of beginning and ending.
- This permit does not authorize any violations of the California Vehicle Code or of any other laws, codes, or ordinances affecting the location concerned.
- Parade routes should be restricted, whenever possible, to roads with low traffic volumes. Parades with routings along or crossings of arterial streets are in general undesirable and may not receive permit approval.
- "No person shall operate a vehicle, or join in or be a member of any procession, parade or assemblage on any public highway without a permit first having been issued by the Director. No permit shall be valid on an arterial or through highway during the hours of 4:00 PM to 6:00 PM or during the hours of darkness or between the 10th of December and the 26th of December in any year." (Sacramento County Code, Title 10.32.020)
- The applicant is responsible for the clean up of the roadway of all debris deposited by the parade participants or spectators immediately after the parade. The applicant is further responsible for clean up of the highway right-of-way outside the roadway and adjacent property of any parade related debris within two hours following the parade.
- A written agreement must be submitted including the signature and address of each property owner and in the case of leased establishments/each business owner on a street to be closed and shall indicate any each property owner's agreement with or objection to the street closure at the time and date proposed. This agreement must be completed and attached to the permit application before the application will be considered.

STREET CLOSURES FOR NON-PUBLIC PURPOSES

- Street closures are allowed only on the following types of residential streets:
 - A cul-de-sac or dead-end street intersecting another residential street.
 - A circle not greater than 1/2 mile in length intersected by another residential street.
 - A residential street or portion thereof not greater than 1/2 mile in length, intersected by two other residential streets, where a route equivalent to the closed streets exists within 1/2 mile of the closed street.
- Street closures are not allowed on arterial streets or streets where the speed limit is greater than 25 MPH.
- Street closures must be made at intersections; therefore, no less than one block segments shall be considered for approval.
- Street closures shall be allowed only until 10:00 PM on Sunday through Thursday and until 12:00 PM on Friday and Saturday. The closure shall be removed sooner if so specified on the permit.
- A written agreement must be submitted including the signature and address of each property owner on a street to be closed and shall indicate each property owner's agreement with or objection to the street closure at the time and date proposed. This agreement must be completed and attached to the permit application before application will be considered.
- The permittee shall provide all required barricades and signs as specified under General Provisions and shall be responsible for their placement and maintenance. Signs and barricades of the approved type can be obtained commercially on a rental basis.

Typical sign placements for block parties



Configuration of barricades and R11-2 sign ("Road Closed") at the closure.



Placement of the W20-3 sign ("Road Closed Ahead") prior to the closure.

NOTE: All barricades to include flashers during hours of darkness

SUP# _____

SACRAMENTO COUNTY
MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION

The decision to require insurance shall be at the sole discretion of the Sacramento County Department of Transportation.

- Evidence of Insurance is not required for the Permit Event.
- Evidence of Insurance is required for the Permit Event. See below for specific requirements.

A. Evidence of Insurance

1. All required insurance must be evidenced by a Certificate of Insurance which may be issued by an agent or broker or insurance company authorized to issue such certificates.
2. The Certificate of Insurance must be submitted to the Sacramento County Municipal Services Agency, Department of Transportation no later than 10 days prior to the activity starting date.
3. Applicant/Permittee is solely responsible for payment of insurance premiums and any deductibles that may apply.

B. Required Coverage and Limits

Standard insurance coverage and limits shall be a Commercial General Liability Policy with limits not less than **\$1,000,000 per occurrence and in the aggregate**. County shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the County of Sacramento, insurance coverage and limits do not provide adequate protection for County and for members of the public, County may require Applicant/Permittee to obtain insurance sufficient in coverage, form and amount to provide adequate protection. County's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

C. Other Insurance Provisions

1. The County, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds.
2. The Applicant/Permittee's insurance coverage shall be endorsed to be primary insurance as respects the County, its officers, officials, employees and volunteers.
3. If any claim for damages is filed with Applicant/Permittee or if any lawsuit is instituted against Applicant/Permittee, that arise out of or are in any way connected with the permitted activity and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect County, Applicant/Permittee shall give prompt and timely notice thereof to County. Notice shall not be considered prompt and timely if not given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

**SACRAMENTO COUNTY MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION
BLOCK PARTIES**

Permit Number: _____ **(Applicant: Please read over conditions carefully)**

Sacramento County Department of Transportation Additional Conditions:

1. Provide 3 barricades, with one R11-2 (Road Closed) sign, and adult monitor (min. 18 years old) with orange vest at each location as indicated on plan.
2. Provide one barricade with one W20-3 (Road Closed Ahead) sign.
3. Provide additional signs (if required) as indicated on plan.
4. All road closures are to be made at intersections only (see conditions on reverse side of permit.)
5. Provide at least one 10-foot gap between each barricade to provide emergency access.
6. All barricades are to be equipped with approved flasher during the hours of darkness - (See reverse side of permit).
7. Remove all barricades and signs immediately after event concludes.
8. Permit is valid only until 10:00 pm Sunday through Thursday and 12:00 am Friday and Saturday.
9. Sheriff's Department or California Highway Patrol may revoke this permit at any time.
10. This permit is subject to all conditions on each side of the permit in addition to State and local laws and regulations.
11. Requirement: Any resident, within a closed portion of the roadway for the block party, not signing petition (absent, disagrees with closure, etc.) must be given "reasonable access" during the event. This "reasonable access" shall not be for the purpose of nor result in the intentional disruptions of the event.
12. Size, color, nomenclature, etc. of signs to be as follows:



R11-2

6" black letters on white background.
Sign material to consist of aluminum or 1/2" plywood.
Formerly called a "C2" sign



W20-3

5" black letters (6" for 48" x 48" signs) on orange background. Sign material to consist of aluminum, cloth mesh or 1/2" plywood.
Formerly called a "C19" sign.

Sacramento County Sheriff Conditions:

California Highway Patrol Conditions:

**SACRAMENTO COUNTY
MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION**

PETITION TO REQUEST ROAD CLOSURE

Permit Number: _____ Date: _____

We, the undersigned, hereby request that _____

between _____ and _____

be closed to through traffic on _____ between the hours of
_____ (am/pm) to _____ (am/pm) for the event described:

Notes:

- 1.) The time limit is 10pm on Sunday thru Thursday and midnight on Friday and Saturday
- 2.) Those not signing the petition must be given reasonable access. This "reasonable access" shall not be in a manner which disrupts or otherwise interferes with the function taking place.

RESIDENT NAME (PRINT)	ADDRESS	SIGNATURE	AGREE / DISAGREE

We can all benefit from an occasional reminder to **DRIVE FRIENDLY**. Together, we can make Sacramento County a safer community to live in.

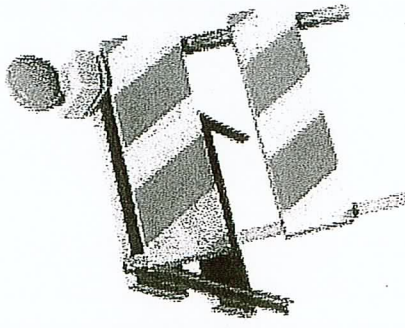
PLEASE DRIVE FRIENDLY

If you have questions, requests, or suggestions concerning Street Use Permits, please feel free to call the Right-of-Way Management Section - County of Sacramento Municipal Services Agency Department of Transportation

OTHER TRAFFIC INFORMATION BROCHURES AVAILABLE:

ADULT SCHOOL CROSSING GUARDS
CARE ABOUT NEIGHBORHOODS PROGRAMS
CROSSWALKS
NEIGHBORHOOD SPEED WATCH
NEIGHBORHOOD TRAFFIC SAFETY PARKING
SPEED BUMPS
SPEED LIMITS
STOP SIGNS
STOP SIGNS FOR SPEED CONTROL
TRAFFIC SIGNALS
TRUCKS ON HAZEL AVENUE
WINTER DRIVING

STREET USE PERMITS



Terry Schuten, County Executive
BOARD OF SUPERVISORS
Roger Dickinson, District 1
Jimmie Yee, District 2
Susan Peters, District 3
Roberta MacGlashan, District 4
Don Norrell, District 5

Right of Way Management Section
4100 Traffic Way
Sacramento, California 95827
(916) 875-5123

COUNTY OF SACRAMENTO
MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION

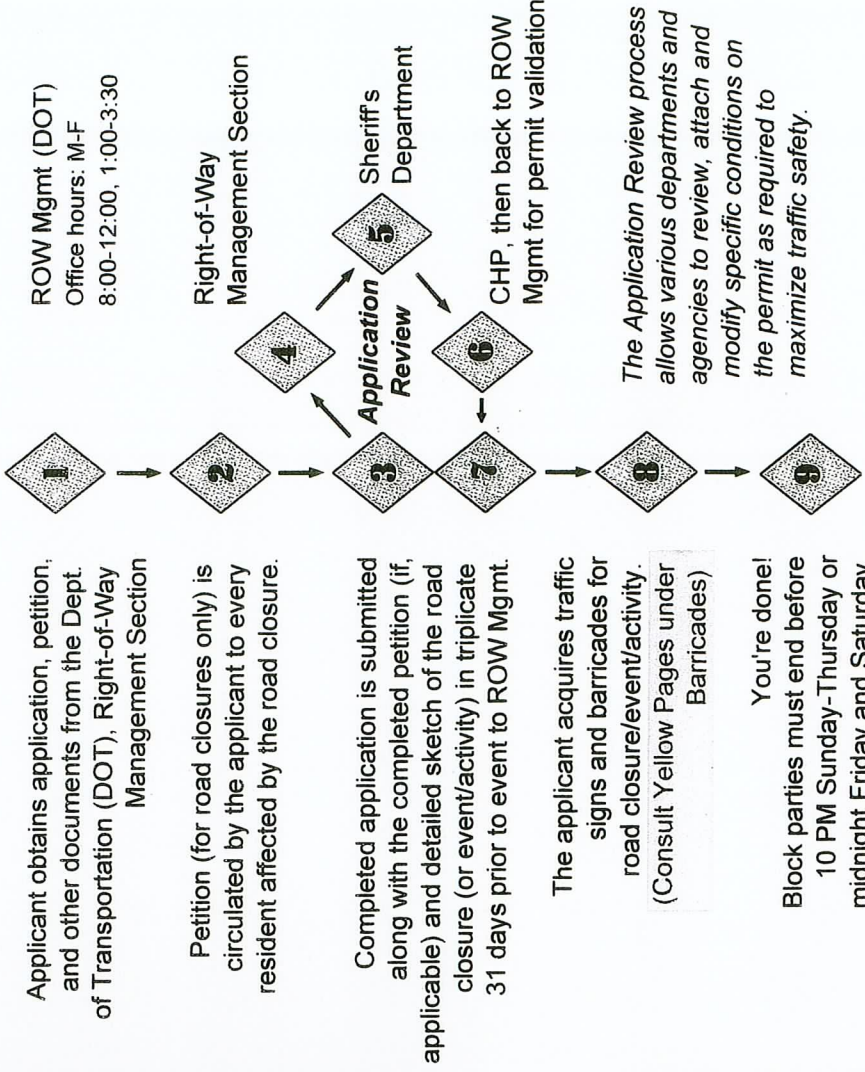
SACRAMENTO COUNTY
DEPARTMENT
OF
TRANSPORTATION

STREET USE PERMIT PROCESS

ROW Mgmt (DOT)
Office hours: M-F
8:00-12:00, 1:00-3:30

Right-of-Way
Management Section

Sheriff's
Department



Applicant obtains application, petition, and other documents from the Dept. of Transportation (DOT), Right-of-Way Management Section

Petition (for road closures only) is circulated by the applicant to every resident affected by the road closure.

Completed application is submitted along with the completed petition (if applicable) and detailed sketch of the road closure (or event/activity) in triplicate 31 days prior to event to ROW Mgmt.

The applicant acquires traffic signs and barricades for road closure/event/activity. (Consult Yellow Pages under Barricades)

You're done!
Block parties must end before 10 PM Sunday-Thursday or midnight Friday and Saturday.

The Application Review process allows various departments and agencies to review, attach and modify specific conditions on the permit as required to maximize traffic safety.

CHP, then back to ROW Mgmt for permit validation

The Fair Oaks Fiesta Days, Little League parades, 4th of July parades, summer block parties... these events bring the neighborhood and the community together for a common cause. Activities like these involve a great deal of planning and are coordinated with the assistance of local law enforcement agencies, public works agencies, and residents to ensure success. In the County of Sacramento, a Street Use Permit is required for any activity which involves the partial closure (or use) of a public street. This allows local law enforcement and public works agencies to review the activity and reduce potential traffic safety problems which might arise as a result of the activity. Larger events may also require the Board of Supervisors approval. Check with the Department of Transportation before proceeding with your event.

How do I go about closing my street to traffic to have a residential block party?

Closing a residential street to traffic for a block party can be done if the street meets the following qualifications:

1. Subject street is a cul-de-sac, dead end or circle street.
- OR
2. The section being closed is less than a 1/2 mile in length and is intersected by two other residential streets.

Streets cannot be closed for a residential block party if one of the following conditions exist:

1. Speed limit on street is greater than 25 mph.
2. Street is an arterial street with more than two lanes.

Now you can begin the application process.

IMPORTANT ADDRESSES

Dept. of Transportation
4100 Traffic Way
Sacramento, CA 95827
(916) 875-5123

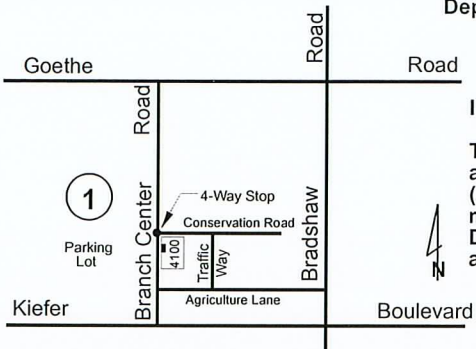
Sheriff's Department
711 G Street
Sacramento, CA 95814
(916) 874-5986

CHP (North Area)
5109 Tyler Street
Sacramento, CA 95841
(916) 338-6710

CHP (South Area)
6 Massie Court
Sacramento, CA 95823
(916) 681-2300

ROW Mgmt Section
Dept of Transportation
4100 Traffic Way
Sacramento, CA 95827
(916) 875-5123

1 1st portion of review process
Sacramento County
Department of Transportation



IMPORTANT:

This form is designed to be a guide only. Not all facilities (Community Service Centers) remain open as the Sheriff's Department may open/close a facility at any time.

- Applicants for Street Use Permits will need to:
- 1) Fill out application for in its entirety
 - 2) If closing street, submit a petition from the affected residents along the portion to be closed. Applicants need a minimum of 80% representation of the affected street in signatures. Multiple signatures from same parcel count as single signature.
 - 3) Provide a map of affected area and traffic controls used - as necessary.
 - 4) The street use permit application and associated paperwork will need review by the Sheriff's Department.
 - 5) The street use permit application and associated paperwork will need review by the California Highway Patrol.
 - 6) The street use permit application and associated paperwork will need to be returned to Right-of-Way Management Section for validation before permit is official.

2 2nd portion of review process
Sacramento County
Sheriff's Department

Sheriff's Stations

- Sacramento County Sheriff's Department
 Northeast Division
 5510 Garfield Ave 874-1021
- Sacramento County Sheriff's Department
 North Central Division
 3510 Auburn Blvd Ste. 8 874-1021
- Sacramento County Sheriff's Department
 South Area Station
 9250 Bond Road 875-0400
- Sacramento County Sheriff's Department
 East Area Station
 10361 Rockingham Dr 875-9600

Community Service Centers

<http://www.sacsheriff.com/info/servicecenters.cfm>

Northwest Service Center

7511 Watt Ave #105
 North Highlands, CA 95660
 (Watt Ave & U St)
 916-332-7794
 M-F 9am to 5pm
 Service Area: North Highlands,
 Antelope, Elverta, Rio Linda,
 Foothill Farms

Northeast Service Center

4005 Manzanita Ave, Ste 58
 Carmichael, CA 95608
 (BelAir Shopping Center)
 (Manzanita & Cypress)
 916-487-4292
 M-F 9am to 5pm
 Service Area: Carmichael

Community Service Centers Cont.

Northeast Service Center

8525 Madison Ave, Ste B3
 Fair Oaks, CA 95628
 (Brickyards Shopping Center)
 916-536-9880
 M-F 9am to 5pm
 Sat 9am to 1pm
 Service Area: Fair Oaks

North Central Service Center

2500 Marconi Ave, Ste 100
 Sacramento, CA 95821
 916-876-5700
 Fax: 876-5790
 M-F 9am to 5pm
 Service Area: Arden/Arcade,
 American River Drive

Rockingham Service Center

10361 Rockingham Dr
 Sacramento, CA 95827
 916-875-9602
 M-F 9am to 5pm
 Service Area: Rancho Cordova,
 Rosemont, Gold River, Lincoln
 Village

Rosemont Service Center

9183 Kiefer Blvd.
 Sacramento, CA 95826
 916-366-0854
 T & Th 9am to 1pm
 Service Area: Rancho Cordova,
 Rosemont, Gold River, Lincoln
 Village

Central Service Center

7000B 65th Street
 Sacramento, CA. 95823
 (Behind former Montgomery Wards bldg.)
 916-876-8300
 M-F 8am to 5:30pm
 Service Area - South Sacramento,
 Vintage Park, Florin/Fruitridge, Lemon Hill

Delta Area Service Center

140 C West Brannan Island Rd.
 Isleton, CA 95641
 (Willow Berm Marina)
 916-777-4196
 M-F 9am to 5pm
 Service Area - Delta

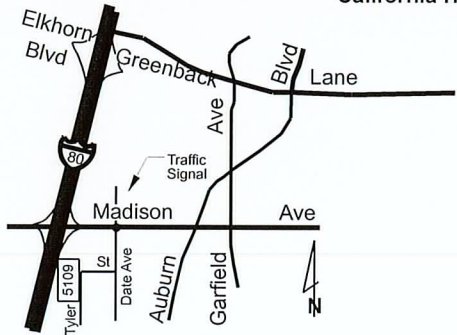
Walnut Grove Safety Center

14160 Grove Street
 Walnut Grove, CA 95690
 916-776-2523
 Fax: 916-875-0672
 M-F 8am to 5pm
 Service Area - Delta

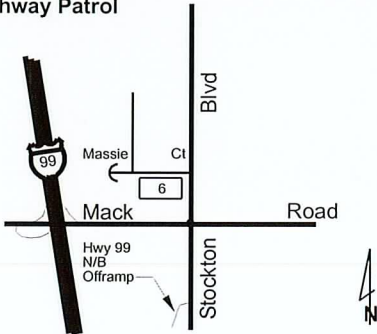
Wilton Safety Center

9800 Dillard Road
 Wilton, CA. 95693
 916-687-8774
 Fax: 916-687-8918
 M - F 9am to 5pm
 Service Areas: Wilton, Herald,
 Freeport, Laguna West and
 the unincorporated areas of Galt

3 3rd portion of review process
California Highway Patrol



California Highway Patrol
 North Area
 5109 Tyler Street 338-6710



California Highway Patrol
 South Area
 6 Massie Court 681-2300

LOCATION MAP

Including routing sequence to complete Street Use Permit

- 1 Sacramento County Department of Transportation 4100 Traffic Way, 2nd Flr. Obtain permit / Department of Transportation Review - MANDATORY
 - 2 Sacramento County Sheriff's Department / Division Review - MANDATORY
 - 3 California Highway Patrol North Area / South Area Review - MANDATORY
 - 4 Sacramento County Department of Transportation 4100 Traffic Way, 2nd Flr.
- ➔ Return permit to 4100 Traffic Way for validation - MANDATORY