

**SACRAMENTO COUNTY DEPARTMENT OF TRANSPORTATION**

4111 Branch Center Road, Sacramento, CA 95827 Phone (916) 875-5123

**APPLICATION FOR STREET USE PERMIT**

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

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

\_\_\_\_\_ between \_\_\_\_\_  
 (Name of Road) (Cross Roads or Address)

Description of Activity: \_\_\_\_\_  
 (Parade, Street Closure for Group Function: Dance, Music Festival, Block Party, Etc., - Be Specific)

Participants: \_\_\_\_\_  
 (Number of Each – Walkers, Cars, Bicycles, Horses, Floats, Etc.)

Starting Time: \_\_\_\_\_ Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_ Date: \_\_\_\_\_

1. Attach 3 (three) maps or sketches to application. See back of application under traffic control for details required on maps or sketches.
2. 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 instructions, if any.
3. This application must be completed, with all required attachments, and submitted to the Sacramento County Municipal Services Agency, Department of Transportation, at the above address at least 30 days prior to the activity starting date.
4. Department review will be completed within 10 working days of the application date. Permit, if approved, will be mailed to applicant (or applicant will be notified of denial) no later than 15 working days after the submittal date, if not called for at the Department of Transportation (address above).
5. 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.
6. Time limit is 10:00 PM Sunday – Thursday and 12:00 AM Friday and Saturday.
7. **Applicant should check with local rental agencies for rental of equipment for their event.**
8. **INSURANCE PROVISIONS** – Applicant shall provide evidence of insurance for their event. Insurance coverage shall meet the requirements of the attached Insurance Addendum. The County, its officers, agents, directors, officials, employees, and volunteers are to be endorsed as additional insured.
9. **HOLD HARMLESS AGREEMENT** – In consideration of the granting of this application, it is agreed by the applicant that the County of Sacramento, its officers, agents, directors, officials, employees, and volunteers thereof shall be saved harmless by the applicant from any liability or responsibility from 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 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 or part of the activity interferes with the future use of the right of way, it must be removed or relocated, as designated by the Director of County Engineering, at the expense of the applicant or successor in interest. **Applicant Initials** \_\_\_\_\_

Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Space for Sketch or Additional Details

**PERMIT AUTHORIZATION**

Traffic Review By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sheriff Review By: \_\_\_\_\_ Date: \_\_\_\_\_  
 CHP Review By: \_\_\_\_\_ Date: \_\_\_\_\_

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

SEE ATTACHED CONDITIONS AND PLAN

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

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

- Applicant shall submit insurance certificate, if required, to Department of Transportation prior to event.

## 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.

**PERMITTEE** 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 Municipal Services Agency to deny this permit in the interest of public safety. The applicant is responsible for contacting these agencies for fulfilling any 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 Department of Transportation or any law enforcement officer on demand.

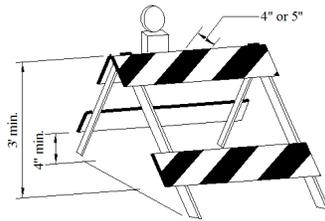
**MINIMUM PUBLIC DISTURBANCE** Loud music, noise, and other disturbances must be kept to a minimum consistent with the wishes of adjacent property owners and occupants and the affected public. Disturbance complaints will result in possible enforcement action and denial of future street use permits.

**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. The 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 between barricades at each location where access is controlled.
- A street closure on a residential street which complies with the requirements of the section below for STREET CLOSURES FOR NON-PUBLIC PURPOSES will normally require no traffic control or directional signs other than approved barricades and "Road Closed" signs as described below. The road closure locations must be shown on a sketch or map.
- 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 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 Department of Transportation before submitting the permit application.
- A traffic detour plan will normally not be required in the case of parades involving 30 or fewer legally registered vehicles with a route generally along minor streets provided not more than one-half mile of the route is on a major arterial street of four or more lanes in width. The parade speed on the major street must be at least one-half of the posted speed limit.

**BARRICADES** Wooden barricades shall have the dimensions as shown in drawing (below). 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 retroreflective 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 yellow lenses circular in shape and a minimum of 7 inches in diameter.
- OPTICAL REQUIREMENTS:** The lamp for the flasher unit shall provide a light output equivalent to a 25 watt incandescent bulb.
- FLASH RATE:** The flash rate shall be 50 to 60 flashes per minute with 250 to 350 milliseconds dwell time.

**SIGNS** At least one sign reading "Road Closed" (W20-3) shall be placed in front of each barricaded intersection. Each sign shall measure at least 36 inches by 36 inches and shall have 5 inch black letters on an orange background. Each sign shall be mounted on a barricade as described above and shall be retroreflective or illuminated if used at night.

## SPECIFIC PROVISIONS

### PARADES

- A suitable map or sketch must be furnished in quadruplicate and 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 Department of Transportation. 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 cleanup of the roadway of all debris deposited by the parade participants or spectators immediately after the parade. The applicant is further responsible for cleanup 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 in the form of a petition must be submitted including the signature and address of each property owner within the street closure area indicating 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 in the form of a petition must be submitted including the signature and address of each property owner within the street closure area indicating 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.

6. 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.