



# CITY OF VALLEJO

## Central Permit Center

555 SANTA CLARA STREET • VALLEJO • CALIFORNIA • 94590-5934 • [www.cityofvallejo.net](http://www.cityofvallejo.net)

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### ROAD CLOSURE PERMIT (TEMPORARY)

1. The applicant shall submit to the Public Works Department Maintenance Division, the City of Vallejo Road Closure Application at least **15 business days** prior to the date of the proposed street closure. Applications submitted less than 15 business days cannot be guaranteed a response for approvals. Applications submitted the week of proposed closure will not be accepted.
2. Included with the written request, the applicant must provide the City with a completed Neighborhood Road Closure Petition form supporting the street closure signed by at least **fifty-one percent (51%)** of the owners or tenants of the affected area.
3. The applicant must be responsible for the temporary street closure and is an owner or tenant on the affected street.
4. The temporary street closure must not cause a significant hardship to pedestrian or vehicular traffic. Alternate routes must be available for public and emergency vehicles.
5. The temporary street closure shall be for a period less than twenty-four (24) hours.
6. The applicant shall post copies of the first page of the approved permit seventy-two (72) hours prior to street closure on the street that is being closed. Posting can be done on street light poles, barricades, and/or street sign poles; applicant is responsible for removal of all postings within twenty-four (24) hours following the closure. Proof of Posting form must be returned to Public Works Traffic Engineering Section seventy-two (72) hours prior to street closure.
7. The applicant shall obtain and place barricades for the temporary street closure according to city standards (see diagram), and remove the barricades promptly after the event is concluded.
8. A 15-foot unobstructed path must be maintained for emergency vehicle access.
9. Applicant shall be responsible for removal of barricades and clearing a path in the case of emergency.
10. Fire hydrants shall not be blocked at any time by vehicles, tables, decorations, etc. A minimum three-foot clearance must be maintained around hydrants at all times, and a clear unobstructed path from the street to the hydrant. Vehicles may not be parked within ten feet of either side of the hydrant. Ropes or other objects shall not be attached to fire hydrants at any time.
11. Promptly following the conclusion of the event, the applicant shall clean the right-of-way equivalent to its condition prior to the temporary closure.
12. The applicant shall adhere to all ordinances, resolutions and policies of the City of Vallejo pertaining to events in the public right-of-way or which are otherwise in effect.
13. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
14. The petitioner agrees to indemnify and hold harmless the City of Vallejo, its officers, agents and employees from and against all losses, claims, demands, payments, suits and judgments of every nature and description brought or recoverable against it or them (the City, et al) by the petitioner(s) and permittee, their agents or employees or third parties arising out of or in any way attributable to the above job.
15. The City maintains the right to cancel approval of the road closure at any time.



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Permit No.: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

### APPLICATION FOR TEMPORARY CLOSURE OF PORTIONS OF STREETS FOR BLOCK PARTIES AND OTHER PURPOSES ORDINANCE NO# 1019 N.C. (2d)

The undersigned applicant hereby requests permission to use the public streets and ways of the City of Vallejo to operate certain devices on private property:

**General Information - Please fill out completely:**

Name of Applicant: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (daytime): \_\_\_\_\_ (evening): \_\_\_\_\_

Location and/or route: \_\_\_\_\_

**\*\* Attach Site Map Showing Location of Closure**

Type of Road Closure: Block Party  Fundraiser  Community  Special Event  Other

Purpose of Road Closure: \_\_\_\_\_ To: \_\_\_\_\_

Date of Closure (from): \_\_\_\_\_ To: \_\_\_\_\_

Hours of Closure (from): \_\_\_\_\_ To: \_\_\_\_\_  
Including set-up & removal)

Estimated Number of Participants: \_\_\_\_\_

Will sound amplification be used? Yes  No

If yes, what type of music/amplification? (e.g. DJ, band, portable system, etc.)

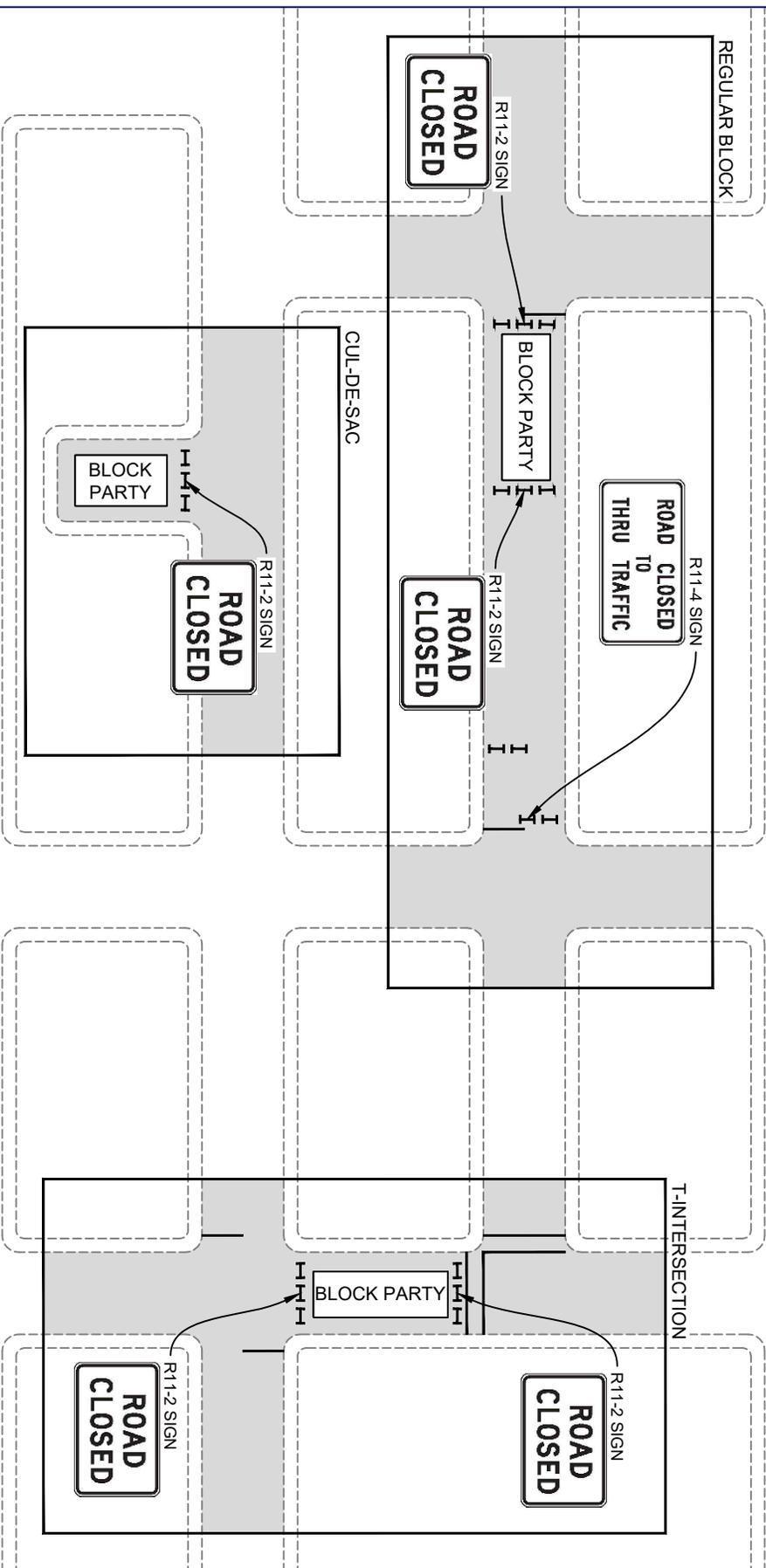
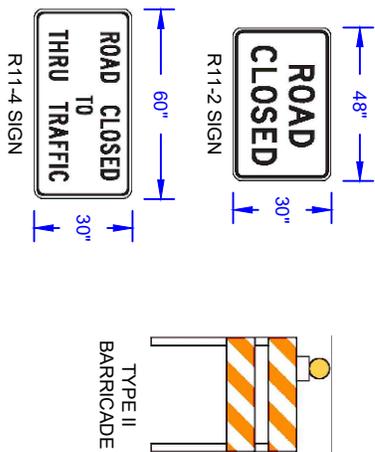
**\*\* Sound must be kept at a level as not to create a disturbance If sound is being used an administrative fee in accordance with the most current fee schedule must be submitted with a Sound Permit application.\*\***

**Barricade Requirements**

- You must provide either Type I, Type II or Type III barricades as directed by the Public Works Director.
- A Type I barricade is a standard "A" frame barricade with a single rail facing each direction, between 8" and 12" in width, and 2 feet in length. There should be 2 reflectorized rail faces on Type I barricades.
- A Type II barricade is a standard "A" frame barricade with a single rail facing each direction, between 8" and 12" in width, and 2 feet in length. There should be 4 reflectorized rail faces on Type I barricades.
- A Type III barricade is a vertical barricade mounted on posts or skids with three rails, between 8" and 12" in width and 4 feet in length. There should be 3 reflectorized rail faces on Type III barricades if the barricade is facing in one direction, and 6 reflectorized rail faces if facing traffic in two directions.

- NOTES:**
1. THE FIGURE BELOW PROVIDES GUIDELINES ON HOW TO SETUP A TRAFFIC CONTROL PLAN FOR BLOCK PARTIES ON LOCAL STREETS, AT TYPICAL INTERSECTIONS, BLOCK PARTIES ON MAJOR STREETS WILL REQUIRE ADDITIONAL SIGNS, SUCH AS DETOUR SIGNS, AND APPROVAL FROM AN ENGINEER IN THE PUBLIC WORKS DEPARTMENT.
  2. ALL BARRICADES MUST BE MOVABLE BY ONE OR TWO PERSONS.
  3. A 20-FOOT WIDE EMERGENCY ACCESS LANE SHALL BE MAINTAINED AT ALL TIMES. MOVEMENT OF EMERGENCY VEHICLES SHALL HAVE PRIORITY AT ALL TIMES.
  4. FIRE HYDRANTS MUST BE KEPT CLEAR OF ALL OBSTACLES AND BE ACCESSIBLE TO THE FIRE DEPARTMENT.
  5. RESIDENTS ABUTTING THE CLOSURE SHALL HAVE PEDESTRIAN AND VEHICULAR ACCESS TO THEIR PROPERTIES AT ALL TIMES.
  6. USE OF SAID PUBLIC STREET WILL BE RESTRICTED TO THOSE PURPOSE(S) STATED ON THE APPLICATION.
  7. OBEY ALL TRAFFIC LAWS APPLIED TO THE PROPOSED ACTIVITY AS DETERMINED BY THE CITY OF VALLEJO.
  8. ANY EQUIPMENT AND LIGHTING USED FOR THE PROPOSED ACTIVITY WILL NOT OBSTRUCT VEHICULAR TRAFFIC.
  9. PROVIDE SECURITY AND TRAFFIC CONTROL PERSONNEL AS NEEDED.

**LEGEND:**  
 TYPE II BARRICADE SYMBOL  
**SIGN INDEX:**



**CITY OF VALLEJO STANDARD DETAIL**  
**STANDARD TRAFFIC CONTROL PLAN FOR PERMITS:**  
**BLOCK PARTIES**

APPROVED BY:  
 \_\_\_\_\_  
 DIRECTOR OF PUBLIC WORKS

DRAWING NO:  
**8-01**  
 SCALE:  
 NONE  
 DATE:  
 09/18/24



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• In addition, you must secure enough barricades, and place them in such a way, so that there is no gap large enough for a vehicle to pass through the street.

In consideration of the granting of this permit, the undersigned does hereby agree to assume the defense of and indemnify and save harmless the City of Vallejo, its Council members, boards, commissions, officers, employees and agents, from all suits, actions damages or claims to which the City may be subject of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith.

The applicant also agrees to reimburse the City of Vallejo for damages to City of Vallejo property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

APPROVED

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Public Works Director  
Police Chief  
Fire Marshall

Additional Comments and/or Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return completed form and petition to:

Public Works  
Central Permit Center  
555 Santa Clara Street  
Vallejo, CA 94590

Completed forms and petitions can also be hand delivered to Public Works at the Central Permit Center on the 2nd Floor of City Hall.

