Instructions for Submittal of a Request to Close a Public Street for Community Purposes
(Not for Construction Projects)

Complete the top part of the attached form “Request to close a Public Street for Community Purposes”. If Temporary No Parking signs are not needed, insert “Not Applicable” in that section. Then, proceed to obtain signatures from residents and businesses on each side of the street to be closed. Use Continuation Sheets as necessary. A manager or owner may sign for an entire building. Otherwise, signatures are needed from each occupied parcel. Only one signature per parcel will be considered. Requests must include signatures for no less than two-thirds of the occupied residential parcels on each side of the street. In addition, applicant must provide notification of the date, time and location of the street closure to every property that abuts the street to be closed not less than 72 hours prior to the start of the closure. Significant objections may result in denial of the request. Request forms must be submitted with original signatures. Copies are not acceptable. A Primary Contact must be shown.

Complete the top part of the attached form, “Permit to Close a Public Street for Community Purposes”, and obtain the following approvals on that form: (NOTE: The barricade and signage plan, if required, must be attached to the form before approvals can be made. The requirement for a formal barricade and signage plan will depend upon the specific location of the street to be closed). If a plan is required, it shall be shown on the attached plan sheet. The use of Temporary No Parking signs requires payment of the application fee of $6.21 as well as the $6.00 charge for each sign.

Resource Recovery & Recycling approval: The Resource Recovery & Recycling Office can be reached at (310) 458-2223. That office is located at 2500 Michigan Avenue. (East of Cloverfield Boulevard).

Big Blue Bus approval: The Big Blue Bus can be reached at (310) 451-5444. That office is located at 1440 4th Street (Parking Structure 5).

Street & Fleet Services approval: The Street and Fleet Services Office can be reached at (310) 458-4991. That office is located at 2500 Michigan Avenue. (East of Cloverfield Boulevard).

Fire Department approval: The Fire Prevention Division can be reached at (310) 458-8915. That office is located at 333 Olympic Drive, just west of 4th Street. (Behind City Hall).

Police Department approval: The Office of Operations can be reached at (310) 458-2278. That office is located at 333 Olympic Drive, just west of 4th Street. (Behind City Hall).

Transportation Engineering & Management approval: Final approval can occur only when properly completed and approved forms including the barricade and signage plan, if required, are submitted to the Transportation Engineering & Management Division at its public counter, Room 115, Station E, City Hall, 1685 Main Street, which is open from 8:00 a.m. to 4:30 p.m., Monday through Thursday and from 8:30 a.m. to 4:30 p.m. on Fridays. Please call (310) 458-8291 for further information and to set an appointment. The application must be accompanied by the Application Fee of $53.51 before the permit can be processed.

Barricades and Signs: If you wish to utilize City-owned barricades, and they are available, a deposit in the amount of $100.00 per barricade must be provided at the time the application is submitted, and the form “Request and Approval to Utilize City-owned Barricades and Signs” must be completed. (Closing a street at both ends of the block usually requires six barricades). City-owned barricades may be picked up at the Traffic Operations Office at 2500 Michigan Avenue. Upon return of barricades and signs, the deposit will be returned to you upon presentation of the signed-off form “Request and Approval to Utilize City-owned Barricades and signs” at Station E within ten days after the closure. Evidence of arrangements for barricades and signs (e.g., copies of receipts) must accompany the application. Copies of the approved permit must be displayed on the barricades at each point where a street is closed.

If approval is granted, the “Permit to Close a Public Street for Community Purposes” will be marked with a purple stamp. The permit is NOT valid without that stamp shown in purple ink. (Copies of the permit are NOT valid).

Requests should be submitted as early as possible, but no less than ten (10) City Hall work days prior to the date for closing the street. Easter, Fourth of July, Halloween, Labor Day and Memorial Day street closings should be submitted at least thirty (30) days in advance, in order to ensure adequate time for processing. Permits cannot be processed over the counter.
Permission is hereby granted to close ______________________________________________between the cross streets

Street to be closed

of ___________________________________________ and ________________________________________________

Cross street       Cross street

on____________ day, ________________________________ , 20_____ between the hours of ___ __.m. and ___ __.m.,

Day of week   Month   Day             Year             (whole hours ONLY)                Start time                 End time

for the community purpose of _________________________________________________________________________.

This permission is granted, subject to the following conditions:

Applicant has made notification of the date, time and location of the street closure to every property that abuts the street to
be closed not less than 72 hours prior to the start of the closure.

A 20 foot wide clear lane shall be available at all times for the entire length of the closed area to provide for emergency
vehicle access.

Fire Department shall be notified 24 hours in advance of the time for the street to be closed. (310) 458-8915

Police Department shall be notified 24 hours in advance of the time for the street to be closed. (310) 458-2278

Proper signs and barricades shall be provided to close the street in accordance with Part 6, “Temporary Traffic Control” of
the California Manual on Uniform Traffic Control Devices. Standard R11-2 ROAD CLOSED signs are required.

Barricades, signage and use of street shall be in accordance with attached plan. Nothing shall be placed in the roadway
unless shown clearly on the attached plan. The roadway shall be closed ONLY during the hours shown above.

Other requirements: __________________________________________________________________

(To be completed by City staff)

Resource Recovery & Recycling: Printed Name: ______________ Signature: _________________ Date: ___/___/___

Big Blue Bus Approval: Printed Name: __________________ Signature: ____________________ Date: ___/___/___

Street & Fleet Services Approval: Printed Name:__________________ Signature:__________________________ Date: ___/___/___

Fire Approval: Printed Name: _______________________ Signature: _____________________ Date: ___/___/___

Police Approval: Printed Name: _____________________ Signature: _____________________ Date: ___/___/___

Primary Contact: Printed Name: _________________________________________Phone Number: __________________

NOT VALID WITHOUT PURPLE STAMP APPROVED HERE ➔

A copy of this permit shall be displayed on the barricades at each point where a street is closed.

This permit shall be shown to any person upon request.

cc: Police, Fire, Traffic Operations
Barricade and Signage Plan
to Close a Public Street
for Community Purposes
Request to Close a Public Street for Community Purposes

We, the undersigned, request that ________________________________________ be closed between the cross streets of _____________________________________________ and ______________________________________________ on ___________day, ___________________________ ______, 20_____ between the hours of ___ __.m. and ___ __.m., for the community purpose of ___________________________________________________________. We understand and agree to provide proper signs and barricades for the closing of the street. Such signs and barricades must be readily moveable to allow access for emergency vehicles. Copies of barricade and sign receipts or request attached. ( ) We also request permission to purchase, at a cost of six dollars ($6.00) each, and post Temporary No Parking signs with the following messages: (Mark N/A if no signs are needed).

TOW AWAY NO PARKING ______m. to ______m. ___________________________,___/___/___/___ TEMPORARY
(whole hours ONLY)            Start time                   End time  Day of week                                                                    Date

We understand and agree that such signs must be posted and removed in compliance with City of Santa Monica policies and, that any sign not removed promptly after expiration may be removed by the City at a cost of $ 59.93 per sign, which cost we agree to pay. We also agree to pay the application fee of $64.21 for issuance of the Temporary No Parking signs.

I, ____________________ ___________________ hereby certify, under penalty of perjury, that I shall make notification of the above described street closure to every property abutting the subject street not less than 72 hours prior to said closure.

Primary Contact:    (Must be shown.)
Name printed          Address including apartment number          Phone Number          Signature

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Original (wet) signatures ONLY. Copies and facsimiles are not acceptable.
We, the undersigned, request that ____________________________ be closed between the cross streets of _____________________ and ____________________

on ________________________________, 20___ between the hours of ___.__.m. and ___.__.m.,

for the community purpose of ________________________________________________________________.

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Original (wet) signatures ONLY. Copies and facsimiles are not acceptable.
Request and Approval to Utilize City-owned Barricades and Signs

In connection with the request that ________________________________________ be closed between the cross streets of _____________________________________________ and ______________________________________________ on __________________________, 20______ between the hours of ___ __.m. and ___ __.m., Day of week   Month          Day              Year                     (whole hours ONLY)      Start time                         End time

for the community purpose of _____________________________________________________________________, I, the undersigned, request the use of City-owned barricades and R11-2 ROAD CLOSED signs. I understand that the use of said barricades and signs is contingent upon their availability. The City cannot guaranty their availability. I further understand that the deposit of $100.00 per barricade (CHECK ONLY) will be returned to me only after the barricades and signs have been returned in good condition and I return this signed-off form to Station E in City Hall. I accept responsibility and agree to reimburse the City for any loss or damage to the barricades and signs.

I have read, understand and agree to the above:

_____________________________________________     _________________________________________________
Signature      Printed Name

Address: _________________________________________________________________________________________
Telephone Number: _______________________________________ Date: ____________________________________

This document, with the purple APPROVED stamp here must be presented at the Traffic Operations Office 2500 Michigan Avenue in order to pick up the barricades and signs.

It is suggested that you call Traffic Operations at (310) 458-8525 to set an appointment to pick up the barricades and signs. Barricades Approved: _______ R11-2 Signs Approved: _______

This document, with Employee’s Signature below, must be presented at Station E in City Hall within ten (10) days of your event in order for us to return your deposit after the barricades and signs are returned. Otherwise, the deposit check will be processed.

============================================================================= TRAFFIC OPERATIONS USE ONLY
Date Picked up: _____________ Barricades______ R11-2 Signs___ Other_____________________
Date Returned: _____________ Barricades______ R11-2 Signs___ Other_____________________
Returned in good condition: _______ Employee Signature: _________________________________

01JUL2015