Planning & Community Development Department  
Traffic Management Division  
1685 Main Street, Room 115   Post Office Box 2200   Santa Monica, California 90407-2200   
(310) 458-8291

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 $72.91 as well as the $1.04 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 1660 7th Street.

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 $60.42 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 and $50.00 per sign 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.

closeins  
01JUL2018
Permit to Close a Public Street For Community Purposes

Permission is hereby granted to close ____________________________ between the cross streets of ____________________________ and ____________________________ on _______ day, _______ month, _______ year, between the hours of _______m. and _______m., 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

closepmt

01JUL2017
We, the undersigned, request that ___________________________ be closed between the cross streets of ___________________________ and ___________________________ on ___________day, ___________Month, ___________Day, ___________Year between the hours of ___ ___m. and ___ ___m., (whole hours ONLY) 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 $1.04 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 $206.78 per sign, which cost we agree to pay. We also agree to pay the application fee of $72.91 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.)
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Original (wet) signatures ONLY. Copies and facsimiles are not acceptable.
Planning & Community Development Department
Traffic Management Division
1685 Main Street, Room 115   Post Office Box 2200   Santa Monica, California 90407-2200
(310) 458-8291

Request to Close a Public Street for Community Purposes
(Continuation Sheet)

We, the undersigned, request that ___________________________ be closed between the cross streets of ___________________________ and ___________________________
_________________________ on ____________________________ day, ____________________________ month, ____________________________ year, 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.

01JUL2017
Barricade and Signage Plan
to Close a Public Street
for Community Purposes
Planning & Community Development Department  
Traffic Management Division  
1685 Main Street, Room 115   Post Office Box 2200   Santa Monica, California 90407-2200   
(310) 458-8291

Request and Approval to Utilize City-owned Barricades and Signs

In connection with the request that ___________________________ be closed 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

for the community purpose of ___________________________, I, ___________________________, 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 and $50.00 per sign (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: _____ Yes or No  Employee Signature: ___________________________