



# 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 7<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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.**



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Permit to Close a Public Street  
For Community Purposes

Permission is hereby granted to close \_\_\_\_\_ between the cross streets  
of \_\_\_\_\_ and \_\_\_\_\_  
on \_\_\_\_\_ day, \_\_\_\_\_, 20\_\_\_\_ 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.



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**Traffic Management Division**  
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## Request to Close a Public Street for Community Purposes

We, the undersigned, 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 (whole hours ONLY) Start time End time

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  
Signature Printed Name  
 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

Name printed	Address including apartment number	Phone Number	Signature

Original (wet) signatures ONLY. Copies and facsimiles are not acceptable.



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

We, the undersigned, 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 (whole hours ONLY) Start time End time  
for the community purpose of \_\_\_\_\_.

Name printed	Address including apartment number	Phone Number	Signature



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**Barricade and Signage Plan  
to Close a Public Street  
for Community Purposes**



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## 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 (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** 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.**

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### 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: \_\_\_\_\_  
Yes or No