



# City of Paso Robles STREET CLOSURE PERMIT

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Location \_\_\_\_\_

Event/Reason for Closure \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Organization \_\_\_\_\_

Day Phone \_\_\_\_\_ Day of Event/Cell Phone \_\_\_\_\_

### Will your event:

Affect or impact parking? Yes  No

Require barricades? Yes  No  If "Yes", how many? \_\_\_\_\_

Include a Static Display? Yes  No

Involve Alcoholic Beverages? Yes  No  If "Yes", Alcohol Use Permits are required.

Involve Live Music? Yes  No  If "Yes", a Temporary Use Permit is required.

Be in a public park? Yes  No  If "Yes", a Facilities Use Permit is required.

**IF YOU CHECKED "YES" ON ANY OF THE ABOVE, ADDITIONAL ACTION IS REQUIRED ON YOUR PART, SEE THE REVERSE OF THIS FORM (OR PAGE 2 IF PRINTED FROM THE WEB).**

### Attachments Required:

- Map of Closure
- Block Acknowledgment Form

### Office Use Only

Public Works (Events) \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Public Works (Streets) \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Emerg. Services \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: Emergency access must be maintained at all times.

Police Dept. \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Comments: "No Parking" signs must be posted 72 hours in advance (by requesting party).

Deposit Received Check No. \_\_\_\_\_ Date: \_\_\_\_\_

Barricades Returned  Deposit Returned Date: \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_

## Street Closures

**Street closure request forms should be completed and filed with the Public Works Administration Office at least 14 days prior to the event** to allow time for review by all concerned City Departments: Public Works, Emergency Services, and Police Department. (Earlier filing is required for Business District Block Events – see below.)

- Carefully read and follow all instructions.
- A map and Block Event Acknowledgement Form must be submitted with all closure requests
- A check for \$50 made out to the City of Paso Robles is required for all types of closures utilizing City barricades
- Applications will be returned if they are incomplete.

**Return completed request forms, map & deposit to:**

Public Works Administration  
City of Paso Robles  
1000 Spring Street, Paso Robles, CA 93446

Applicants will be notified by the Public Works Administration Office when their request has been approved or if further information is required. A copy of the approved form will be sent to the applicant to hold in their possession during the time of the event. Inquires about the status of your request should be directed to Public Works Administration Office at 237-3861.

**Block Events** A block event is a temporary gathering of people held on a blockaded portion of a public street or alley in the City. If you will be utilizing City barricades, a deposit\* is required. You will need to make arrangements for pick-up of barricades after the Street Closure Request has been approved.

**Residential Block Events** At least 75% of the households on the block being closed off must sign a Block Event Acknowledgement form for the proposed event, certifying that they are aware of the temporary closure of the street. The signatures must be originals (no copies) and the form must be attached to the Street Closure Request Form. Acknowledgment forms are available on the City's web site or from the Public Works Administration Office.

**Business District Block Events/Static Displays** Fill out the closure request form and file it and the deposit\* at least 30 days before the event. All of the affected businesses on the block being closed off must be notified and sign a Business District Block Event Acknowledgement Form for the proposed event, certifying that they are aware of the temporary closure of the street.

**Parade** If you are requesting a closure to hold a parade, please show parade route, from start to finish. If you will be utilizing City barricades, a deposit\* is required.

**Parking** If your event affects or impacts public parking, posting of 72-hour No Parking notices is required. Contact the Community Service Specialist at the Police Department for direction and coordination of signage. Posting of signs is done by the requesting party. A barricade deposit\* is required for use of City barricades for parking reservation (if needed).

*\*A refundable deposit of \$50 is required for use of City-owned closure devices (barricades, etc.). Deposits will be released upon return of all materials, free of damage.*

**Alcoholic Beverages** The sale or consumption of alcoholic beverages on City property requires permits. Alcohol Use Permits are coordinated through the Facilities Coordinator at the Recreation Department. If you have questions concerning or wish to apply for alcohol permits, call the Facilities Coordinator first. The Community Service Specialist at the Police Department is also available for inquiries.

**Live Music/Bands** If your event involves live music, a Temporary Use Permit is required. There is no fee for this Permit, which is obtained through the Planning Division of the Community Development Department.

**Facilities Use** If your event is in a public park or building, a Facilities Use Form is required. Facilities Use Permits are coordinated through the Facilities Coordinator at the Recreation Department. You may also download the form from the City's web site.

**Emergency Vehicle Clearance** All street closures must maintain adequate clearance for emergency vehicle access. For further clarification, please contact the Department of Emergency Services.

Public Works Administration	805-237-3861
Public Works, Events Manager	805-227-7539
Public Works Department (Streets Division)	805-237-3864
Department of Emergency Services	805-227-7560
Recreation Department (Facilities Coordinator)	805-237-3991
Community Development (Planning Division)	805-237-3970