



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. (**Business District Block Events should be filed at least 30 days prior to the event**– see below.)

- Carefully read and follow all instructions.
- A map and Block Event Acknowledgement Form must be submitted with all closure requests.
- A refundable deposit of \$50 (check made out to the City of Paso Robles) is required for any 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. Inquiries about the status of your request should be directed to the Public Works Administration Office, 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 using City barricades, a deposit* is required. You will need to make arrangements to pick-up 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 using 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).

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 or wish to apply for an alcohol permit, 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 download this 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.

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

Public Works Administration	805-237-3861
Public Works, Events Manager	805-237-3873
Department of Emergency Services	805-227-7560
Recreation Department (Facilities Rentals)	805-237-3991
Community Development (Planning Division)	805-237-3970