

**City of Piedmont**  
**APPLICATION FOR STREET / SIDEWALK USE PERMIT**  
*City Clerk's Office – (510) 420-3040*

Applicant's Name \_\_\_\_\_ Phone (h) \_\_\_\_\_  
Name of Organization (if applicable) \_\_\_\_\_ Phone (w) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
Email \_\_\_\_\_

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1. Special use of street/sidewalk (parade, marathon, etc.) \_\_\_\_\_  
Closure of street \_\_\_\_\_  
Other (specify) \_\_\_\_\_
2. Name of street(s) and range of house numbers (i.e. Bonita Avenue between 200-300)  
\_\_\_\_\_
3. Name of cross street(s) \_\_\_\_\_
4. Day/Date of event \_\_\_\_\_ Time/Hours \_\_\_\_\_
5. Number of participants (estimate) \_\_\_\_\_
6. Reason/Event/Explanation \_\_\_\_\_  
\_\_\_\_\_
7. Special Needs / Requests \_\_\_\_\_  
\_\_\_\_\_

**I have read City Council Policy No. 1 and certify that the foregoing information is true and correct to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*When completed, this form will serve as notice to those residents affected by the proposed street closure. Applicant is required to provide this notice to the addresses on the attached list and map.*

**Fee: \$50.00 - Select Payment Method:**  Cash  Check  Credit Card\*

***If paying by cash or check, please enclose payment with your application. If paying by Credit Card, an invoice will be emailed to you. Please ensure email address is listed above.***

\*A payment fee of 2.9% for credit card payments plus a \$0.30 charge for each transaction, will be collected by the payment merchant. The City will collect the Street Use Permit fee only. If paying by credit card, an invoice will be emailed to you, which will include the payment merchant and City fees combined in one total. *Please ensure email address is listed and correct above.*

**Submit: 10 Days in Advance of Event to: *City Clerk's Office*  
*120 Vista Avenue*  
*Piedmont, CA 94611***

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(For City Use Only)

Application complete, fee paid and signatures checked: \_\_\_\_\_  
City Clerk

Approved: \_\_\_\_\_  
Public Works Department Date

Approved: \_\_\_\_\_  
Fire Department Date

Approved: \_\_\_\_\_  
Police Department Date

Approved: \_\_\_\_\_  
City Administrator Date

Additional Requirements:

***For street closures, one lane MUST be kept open for emergency vehicles.***

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Permit Returned to Applicant on \_\_\_\_\_

By \_\_\_\_\_

**City of Piedmont**  
**NEIGHBORHOOD NOTIFICATION FORM**  
*For Street/Sidewalk Use Permit*

Dear Resident:

The City of Piedmont has received the attached application for a Street/Sidewalk Use Permit which would affect your neighborhood. The city would like to know if you have any objections to the proposed use/closure.

Address	Signature	Date	Objection? Yes/No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*(This form must be signed by all neighbors on the affected blocks and be presented with the completed Application for Street/Sidewalk Use Permit. Use additional forms as needed.)*

City of Piedmont  
POLICY & PROCEDURE  
City Council - No. 1

**Special Use or Temporary Closure of City Street and Sidewalks**

**POLICY**

To encourage community events and the development of neighborhoods within the city, permission for special use or temporary closure of streets and sidewalks *may* be granted by the City Administrator based on the following standards:

1. The temporary closing of the street or sidewalk to traffic will not substantially inconvenience persons who would normally use such street(s) or interfere with the general health, safety and welfare of the community.
2. The conduct of the activity will *not* impair normal police and fire operations.
3. The city shall not incur additional street maintenance or other public works costs because of the street/sidewalk closure.
4. A majority of the residents of the block or street concerned consent to the street/sidewalk closure.
5. No extreme hardship, as determined by the City Administrator, shall be imposed on any resident.
6. The activity shall be conducted in accordance with all applicable city and state laws, ordinances, regulations and conditions.

**PROCEDURE**

1. Requests for street/sidewalk closures shall be submitted to the office of the City Administrator on a form provided by the city.
2. Written notice of the proposed street/sidewalk closure on a form provided by the city shall be provided by the applicant to ALL RESIDENTS on affected block(s) or streets or portion of block(s) or streets at least 10 days in advance of the event, except for good cause being shown to shorten the time of notice. The city's goal is to have at least 70% approval before authorizing a street closure.
3. The city may provide barricades or traffic signs, however, the applicant shall be responsible for acquisition, installation and removal of any barricades or traffic signs which are required.
4. All clean-up and removal of equipment and signs is the responsibility of the applicant.

5. In cases of street closure, a 20' fire lane may be required by the Fire Chief.
6. The Chief of Police may at any time revoke permission and restore normal traffic on any closed street.
7. If any applicant is dissatisfied with the decision of the City Administrator a written appeal may be submitted to the City Council.
8. The City Administrator, at his/her discretion, may refer any request for street or sidewalk closure directly to the City Council.
9. A fee shall be charged for all street closures at a rate established from time to time by the City Council during annual budget adoption.

### **EXCEPTIONS**

1. In order to notify public safety personnel, applications for block parties for the 4<sup>th</sup> of July shall be required at least two business days in advance, although in all other respects such street closures are exempt from this policy.

Adopted        6/6/1977  
Revised        11/1/04