



Special Event Guidelines Transportation Plan

An important part of the event planning process includes planning for the safe arrival and departure of event attendees, participants, and vendors by creating a transportation plan that is suitable for the neighborhood environment in which your event will take place. Parking, accessibility, traffic congestion and environmental pollution are all factors that should be incorporated in your plan. Special events generally increase traffic demands in or near the location of the event. All traffic control in the public right-of-way must be conducted by a representative of the police department or authorized by the police department.

Transportation Plan

Transportation plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible. The San Diego Police Department will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public right-of-ways affected by your event. Following are guidelines that should be incorporated in your transportation plan:

- All traffic control in the public right-of-way must be conducted by a representative of the police department or by a civilian who is certified in traffic control and authorized by the police department.
- All proposed street closures must be included in your permit application and be authorized by the police department.
- City Council Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure. Directional signage as necessary from the



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temporarily removed or closed blue zones to the temporary alternatives must be provided.

- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- The City of San Diego will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Any taxi/limo drop-off/pick-up zones should be coordinated with the San Diego Police Department.
- You must include accessible parking and/or access in your event plans.
- If your event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.