



NEIGHBORHOOD BLOCK PARTY PERMIT APPLICATION

The purpose of the Neighborhood Block Party Permit Application (Block Party Application) is to provide a simple way for residents to close a street for a Neighborhood Block Party (Block Party).

A Neighborhood Block Party Permit (Block Party Permit) is ministerial and shall be issued only to an individual (Applicant) that agrees to comply with the terms, conditions, requirements and criteria established in the Block Party Application and Block Party Permit. All other Applicants seeking to close a neighborhood street shall apply for a Special Event Permit.

1. GENERAL REQUIREMENTS

A. A Block Party Applicant shall be limited to:

1. A resident within the Block Party Venue.

B. A Block Party Venue shall be limited to:

1. A maximum area no greater than three blocks of a residential street that allows for no more than one lane of traffic in either direction, excluding turn lanes.
2. A residential street(s) where no transit routes, commercial facilities, hospitals, police stations, fire stations, or direct access to a public park or beach exits.
3. An area where the street closure would not “lock-in” entrance or exit to a non-involved street(s).

C. The Hours of Operation of a Block Party shall be limited to:

1. One (1) day only.
2. 9:00 AM—10:00 PM, including set-up and clean-up.

D. Block Party Attendance shall be:

1. Limited to 300 people at any given time during the Hours of Operation.
2. Private, meaning the Block Party is not open to the general public and the Applicant is responsible for ensuring all attendees are invited guests.
3. Free, meaning no type of payment is required for entrance or participation, including, but not limited to, a cover charge or the sale of food or beverages. Commercial vending and paid sponsorship is prohibited. Voluntary donations from invited guests may be accepted by the Applicant to off-set Block Party costs; however, no guest shall be required to make such donation as a condition of attendance.



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2. OPERATIONAL REQUIREMENTS

The Applicant shall ensure:

- A. Alcoholic beverages shall not be consumed on City public property, including streets and sidewalks. The use of alcoholic beverages on private property shall comply with all applicable laws.
- B. Upon a complaint by any reasonable person, the Applicant must ensure any sound is turned down to a more acceptable level or eliminated altogether.
- C. Parked or moving vehicles shall not be located in the Block Party Venue during the Block Party.
- D. The placement of any furniture, activities or equipment on a street(s) shall be such that an unobstructed lane or clear path of travel sufficient for access by an emergency vehicle is maintained throughout the entire Block Party Venue.
- E. The placement of inflatable/play equipment such as, but not limited to, a jump house, slide or climbing wall may be placed on public property in the Block Party Venue. In instances where the equipment is placed on public property and obtained through a rental company, the rental company shall provide Commercial General Liability Insurance and a separate additional Insured Endorsement naming the City of San Diego, its officer, employees, volunteers and agents as additionally named insured. Such policy shall maintain a minimum \$1 million Per Occurrence and \$2 million General Aggregate.
- F. All storm drains within the Block Party Venue shall be covered to preclude the discharge of pollutant/liquids into the storm drain system, unless there is a chance of rain in order to comply with local, state and federal regulations. Any materials used to block a storm drain shall be removed from the Block Party Venue upon conclusion of the Block Party clean-up process.
- G. Professionally manufactured A-frame barricades that comply with the Manual on Uniform Traffic Control Devices (MUTCD) shall be placed at all access points to prevent vehicular access to the Block Party Venue during all times of operation including set-up and clean-up. Barricades shall be removed only after all pedestrians have exited the street and clean-up has been completed. All barricades and any other safety equipment used to support a Block Party in which environmental factors limit the ability of the equipment to be seen such as when there is fog or when the Block Party takes place in partial or complete darkness shall use retro-reflective materials or flashing amber caution lights.



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- H. The Block Party Venue shall be clean, free of equipment, and restored to public access immediately upon conclusion of the Block Party.

3. TECHNICAL REQUIREMENTS

The Applicant shall:

- A. Show proof of residency within the Block Party Venue. Proof of residency shall consist of a minimum of two (2) of the following: current utility/household bill (e.g. Water, Gas, Electric, Telephone, Cable); and/or Driver's License.
- B. Create a computer generated or hand-drawn scaled site plan depicting:
1. Name and location of street(s) to be closed.
 2. Location of furniture, activities, or equipment. Any inflatable/play equipment such as, but not limited to, a jump house, slide or climbing wall shall be specifically identified.
 3. Location of safety equipment such as barricades to close street(s)
 4. Location of an unobstructed lane or clear path of travel sufficient for access by an emergency vehicle throughout the entire Block Party Venue.
- C. Provide the Block Party Resident Survey that demonstrates 80 percent of the residential units (house, apartment, or condominium complex) within the Block Party Venue support the proposed activity.
- D. Provide the City of San Diego proof of insurance valid during the Block Party times of operations, including set-up, event time and clean-up. Such proof of insurance may be in the form of either:
1. The Applicant's Homeowner's Policy ; or
 2. A Commercial General Liability Insurance Policy insuring the Applicant or Event.
- E. In instances where inflatable/play equipment is obtained through a rental company, the rental company shall provide Commercial General Liability Insurance and a separate additional Insured Endorsement naming the City of San Diego, its officer, employees, volunteers and agents as additionally named insured. Such policy shall maintain a minimum \$1 million Per Occurrence and \$2 million General Aggregate.
- F. Agree to comply with all local, state, and federal, laws, codes and regulations associated with the Block Party.



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4. CIRCUMSTANCES IN WHICH A BLOCK PARTY PERMIT SHALL NOT BE ISSUED

A Block Party Permit shall not be issued when any of the following circumstances exist:

- A. The Applicant does not comply with the General Requirements as described in Section 1 of the Block Party Application.
- B. The Applicant does not comply with the Operational Requirements as described in Section 2 of the Block Party Application
- C. The Applicant does not comply with the Technical Requirement as described in Sections 3 of the Block Party Application.
- D. The presence of any Event Components that require a Sub-Permit or Special Event Related Permit as described in the City of San Diego Special Event Planning Guide.

5. APPLICATION PROCESS

- A. The Applicant shall submit a completed Block Party Application with the site plan and all required signatures, proof of residency and proof of insurance documentation to the San Diego Police Department, Special Events Unit.
- B. A Block Party Application submitted less than 10 days or more than 6 months prior to a Block Party event date shall not be accepted.
- C. Permit determination shall be within 7 days of receipt of a completed Block Party Application.
- D. The City Council currently does not apply a Permit Application Fee or Late Fee, to a Block Party Application. All other City Council approved rates and fees apply.
- E. The Police Department shall verify the information submitted.
- F. Should the Applicant satisfy all of the permit requirements as set forth in the Block Party Application, a Block Party Permit shall be issued.
- G. A permit shall not be issued if the Applicant does not satisfy all of the permit requirements set forth in the Block Party Application.



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APPLICANT INFORMATION (RESIDENT WITHIN BLOCK PARTY VENUE)	
Applicant Name	
Street Address	
City	
State	
Zip Code	
E-mail Address	
Mobile Telephone*	

*Applicant must maintain access to this number on event date.

BLOCK PARTY DESCRIPTION	
Event Name	
Event Date	
Start time (including set-up)	
End Time (including clean-up)	
Total Attendance	
Peak Attendance	
Closed Streets Description (limited to 350 characters)	
Amplified Sound or Other Activity Description including the use of inflatable/play equipment (limited to 350 characters)	



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APPLICANT COMPLIANCE WITH ALL PERMIT TERMS AND CONDITIONS	YES	NO
1. I have read and agree to fully comply with all of the General Requirements as described in Section 1 of the Block Party Application.		
2. I have read and agree to fully comply with all of the Operational Requirements as described in Section 2 of the Block Party Application.		
3. I have read and agree to fully comply with all of the Technical Requirements as described in Section 3 of the Block Party Application.		
4. I have read and understand the Circumstances in which a Block Party Permit Shall Not Be Issued as described in Section 4 of the Block Party Application.		
5. I have attached proof of residency within the Block Party Venue.		
6. I have attached a computer generated or hand-drawn scaled site map as described in Section 3 Technical Requirements of the Block Party Application depicting: <ul style="list-style-type: none"> a. Name and location of street(s) to be closed b. Location of all furniture, and activities including food and beverage distribution and identification of any inflatable/play equipment. c. Location of barricades to close street(s) d. Location of emergency access throughout Block Party Venue 		
7. I have attached a Block Party Resident Survey demonstrating support for the street closure(s).		
8. I have attached insurance documents consistent with the insurance requirements described in Section 3 Technical Requirements of the Block Party Application.		

AFFIDAVIT OF APPLICANT

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and any attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Block Party under the San Diego Municipal Code and other applicable city, local, state and federal codes, laws, policies and regulations. By applying for a Block Party Permit I agree and understand that I have the sole responsibility



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at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the Block Party. I further understand that knowingly providing any false information is cause for the immediate denial of a Block Party Permit or the suspension of a Block Party Permit if one has already been issued. I understand in the event of a major incident, my Block Party may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God).

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SAN DIEGO, ITS MAYOR, CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOST, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES, WHATSOEVER, INCLUDING ATTORNEY'S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED BLOCK PARTY AND RELATED ACTIVITIES, OR ANY CITY ACTION AUTHORIZING THE BLOCK PARTY AND RELATED ACTIVITIES OR BLOCK PARTY PERMIT. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL PERMIT CONDITIONS PROVIDED BY CITY REPRESENTATIVES AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE BLOCK PARTY, FINES OR PENALTIES AS DESCRIBED IN THE SAN DIEGO MUNICIPAL CODE, AND/OR CRIMINAL PROSECUTION.

X

Signature of Applicant

X

Date

SUBMIT COMPLETED BLOCK PARTY APPLICATION TO:

San Diego Police Department Traffic Division, Special Events Unit
3554 Ruffin Road
San Diego, CA 92123
Monday—Thursday/8:00AM—4:00 PM
Fax: 858-627-3235
Email: MJWoods@pd.sandiego.gov