



CITY OF OAKLEY
 3231 MAIN STREET
 OAKLEY, CA 94561
 PH. (925) 625-7037 FAX (925) 625-9194

SPECIAL EVENT/ ROAD CLOSURE PERMIT

FOR OFFICE USE

Application Date: _____	Thomas Guide Map Page: _____	Permit No.: _____
Application Approved: _____	Road Name: _____	Road No.: _____
Permit Fee: \$57.00	Receipt No.: _____	Inspector Area: _____

CONTACT INFORMATION

Applicant-Permittee/Organizer/Contractor: _____

Contact Person/Responsible Party: _____

Address: _____

City/State/Zip: _____

Tel No: _____ Fax No: _____

Email Address: _____

Person In Charge at Event: _____

Title: _____

Address: _____

City/State/Zip: _____

Tel No.: _____ Fax No: _____

Cell No. During Event: _____

Email Address: _____

EVENT DETAILS

Name of Event: _____

Requested Date of Event: _____

Type of Event: _____

Event Details: _____

Set up Time and location (pre-event set up): _____

Time of Event: Beginning time: _____ (AM/PM) Ending time: _____ (AM/PM)

Expected Number of Attendees/Participants: _____ Expected Number of Vehicles/Floats/Animals: _____
 (Note: You are responsible to clean up after animals in a parade)

Interval space between units in the parade: _____

The event is: Private or Public

TRAFFIC

Are you requesting any streets or lanes to be closed? Yes No

Parade Route (starting and ending points)*: _____
 * PLEASE PROVIDE A MAP AND LIST OF STREETS FOR THE PARADE ROUTE

INSURANCE

Insurance must be provided for the event per Oakley Municipal Code 4.16.136, and shall include a rider naming the City of Oakley, its officers, employees and agents as additionally insured in the amount of \$1,000,000 for General Commercial and Automobile Liability.

POLICE DEPARTMENT

A mandatory meeting with the Oakley Police Department will be held on _____, 20____ at the Oakley Police Station located at 3231 Main Street, Oakley, California 94561.

FOR OFFICE USE

Transverse to Road Longitudinal to Road

Type of Closure:

- Complete closure to all traffic 24-hours each day.
- Partial closure 24-hours each day.
- Complete closure to through traffic during working hours.
- Partial closure to through traffic during working hours.
- Close road to through traffic, allowing local and emergency traffic at all times.
- Emergency vehicles will be allowed passage at all times.

Requirements:

- Provide an insurance rider naming the City of Oakley, its officers, employees and agents as additionally insured in the amount of one million dollars General Commercial and Automobile Liability.
- Signed detour via neighboring streets.
- Signed detour as per plan filed with the Public Works Department.
- Bond: (Cash Surety) Amount: \$ _____ Receipt No.: _____
- Other

Conditions:

1. The permittee or his/her/its agent* shall notify any Fire Districts, the Highway Patrol, the Police Department, any School Districts, the Postal Service, and all utilities and newspapers affected by the closure, and shall comply with the requirements of the ordinance code of the City of Oakley, Title 10, and specifications relating thereto, and the policy on road closures.
2. All signing shall be in accordance with the most current edition of the State of California Manual of Traffic Controls.
3. The permittee or his/her/its agent* shall notify all property owners affected by the road closure.

Items Attached or Referred to Herein and Made Part Hereof: _____

The Permittee or his/her/its agent* agrees to save, indemnify and hold harmless the City of Oakley, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the City, its officers employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee or his/her/its agent*: _____ Date: _____

Print Name: _____

***In accordance with Oakley Municipal Code Section 4.16.208(b)(12), if the parade is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his/her behalf.**

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Application Accepted By: _____ Date: _____
Chief of Police, City of Oakley

Application Accepted By: _____ Date: _____
Kevin Rohani, Public Works Director/City Engineer

 Work Completed Expired Inspector: _____
 Looks OK – No Inspection Requested Date: _____