



BLOCK PARTY PROCEDURE

1. **Purpose**

The purpose of this directive is to set forth policy and procedures for the holding of block parties within the City.

2. **Background**

From time to time the city receives requests to conduct block parties on the fourth of July or other similar observances. While block parties are a popular tradition, this tradition must be weighed against the costs involved for the city and the changes in liability laws which have greatly expanded the traditional immunities extended to cities. The following policy ensures that the city's interests are adequately protected while allowing block parties to continue under the appropriate circumstance.

3. **Policy**

The person taking responsibility for the block party must obtain a street closure permit (attached) to be issued by the City Engineer. In order to receive the street closure, permit the following conditions must be met:

- 3.1.1 The person requesting the street closure permit shall file a petition representing owners of 75% of lots on the affected block agreeing to the closure of the street.
- 3.1.2 The person requesting the street closure shall be responsible for the appropriate signing and/or barricading required as a condition of the street closure permit. The city cannot provide signs or other barricades.
- 3.1.3 Only streets classified as residential will be considered and the requested block, or closed, shall not cut off the sole access to an adjacent block or neighborhood.
- 3.1.4 A twenty (20) foot minimum clear space, i.e. aisle, shall be maintained down the center of the street at all times to ensure emergency vehicle access. No tables, chairs, booths, barbeques or other items shall be maintained in this clear area.
- 3.1.5 The applicant for the block party street closure permit shall agree that in the event any law enforcement officer shall determine if there is any violation of appropriate state or local laws concerning conduct, alcoholic beverages, and the like, that the permit can be immediately revoked.

LIST OF BARRICADE COMPANIES

- 1. HI-WAY SAFETY, INC, CHINO (909) 591-1781 or (800) 228-1701.
- 2. TRAFFIC CONTROL SERVICE, INC, RIVERSIDE (951) 683-7575.
- 3. TRAFFIC SPECIALTIES, INC, COLTON (909) 783-2630 or (800) 273-9404.



NOTE: ONLY ONE SIGNATURE PER HOUSEHOLD.

[illegible]



PERMIT APPLICATION TEMPORARY STREET AND LANE CLOSURES

Street/Lane Closure Permit No.: _____

NOTE: You must apply for this permit through online portal. A minimum of 8 working days is needed to process the application.
For pre-construction meetings, call Public Works Inspection at 909 291-2964.

Start Date: _____ Completion Date: _____

Location: _____

Description of Street / Lane Closure: _____

Contact Name: _____ Project Number: _____

Company Address: _____

Daytime Phone: _____ Email: _____

Emergency Phone: _____

Traffic Control Plans (check all that apply):

- ☐ Latest edition of WATCH manual plan/sketch
- ☐ Latest edition of CATTCH manual plan/sketch
- ☐ Engineered Traffic Control Plans (TCP)

Closure type requesting:

- ☐ Full Closure
- ☐ Partial Closure
- ☐ Block Party
- ☐ VZN/TW/SCE/Gas - WO#
- ☐ Traffic Control Plan Check (per fee schedule)

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE INFORMATION WILL RENDER THE APPLICATION INCOMPLETE AND WILL NOT BE PROCESSED BY CITY STAFF.

1. Proof of valid California contractor's license
2. Proof of valid City Business license
3. Certificate of Liability Insurance
(min. \$1M, with City named as additionally insured)
4. Proof of Workers Compensation
5. Any applicable fees
6. Site plan
7. City Project Number (if applicable)

I agree to all terms, conditions and restrictions listed on the back of the application.

Print Name

Signature

Date

FOR CITY STAFF USE ONLY

Effective Date(s): _____ to _____	Work Hours: ☐ 8:30 am to 3:30 pm ☐ 8:30 am to 2:00 pm (School Zone) ☐ _____ to _____
Permit Number: _____	Closure Type: ☐ Full or ☐ Partial
Permit issued by: _____	Signature: _____ Date: _____
Extended Date(s): _____ to _____	By: _____ Extended Date: _____

Department Distribution

- ☐ Permittee ☐ Fire ☐ PW Traffic ☐ PW Inspector ☐ PW Operations Manager

Restrictions/Comments:

PERMIT APPLICATION TEMPORARY STREET AND LANE CLOSURES cont.

Traffic Control Plans:

Work Area Traffic Control Handbook (WATCH) or California Temporary Traffic Control Handbook (CATTCH) – It is the responsibility of the applicant to present the City with a reasonable assessment of how the required work zone and existing field condition fits this category. The existing field condition/lane geometry must match the proposed drawing being referenced in the source document.

Engineered Traffic Control Plans (sign and stamped by a registered Traffic Engineer) – For major projects or projects affecting major arterials and/or intersections involving temporary traffic control beyond the scope of WATCH or CATTCH, an engineered traffic control plan will be required. Traffic engineering staff will make the final determination of this requirement. Engineered plans shall be stamped and signed by a registered civil traffic engineer. Allow two weeks for review of the first plan check submittal and one week for review of subsequent submittals of engineered traffic control plans.

General Notes

The Contractor shall provide and install barricades, delineators, warning devices, and construction signs in accordance with the latest edition of California Manual on Uniform Traffic Control Devices (M.U.T.C.D.). During adverse weather or unusual traffic or working conditions, additional traffic devices shall be placed as directed by the Public Works Director or Authorized Representative. The Contractor shall relocate, preserve, and maintain the visibility of all existing signs within the project limits, which affect the flow of traffic, as directed by the Public Works Director or Authorized Representative. The Contractor at his expense as directed by the Public Works Director or Authorized Representative shall replace any signs, which are damaged or found to be missing during the course of construction.

The City of Upland and its elected officials, officers, agents, and employees shall not be answerable or accountable in any manner of any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workmen, employees or Contractor or his Sub-Contractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever, except the sole negligence or willful misconduct of City, its employees, servants, or independent Contractors who are directly responsible to City during the progress of the work or at any time before its completion and final acceptance.

The Contractor will indemnify City and its elected officials, officers, agents, and employees against and will hold and save harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organizations arising out of or in connection with the work, operation, or activities of the Contractor, his agents, employees, Sub-Contractors, or invitees provided for herein whether or not there is concurrent passive or active negligence on the part of the City, its elected officials, officers, agents, and employees, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the City, its employees, servants, or independent Contractors who are directly responsible to City, and in connection therewith: The Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.

Conditions: (Contact phone number (909) 291-2964 for conditions below.)

- Prior to the start of the temporary street closure, the applicant is required to notify and receive city approval a minimum of 72 permit business hours in advance.
- **Pre-cons are required.** Call the contact phone number for pre-con.
- All signs shall be graffiti free and monitored/replaced when damaged.
- Must use flashing arrow boards for lane closures on all streets except for local/residential streets.
- Must backfill or steel plate all trenches during non-working hours.
- Post-temporary "NO PARKING" signs in the vicinity of the work area a minimum of 48 hours prior to closure. Signs shall clearly state effective dates and time of parking restriction.
- Must maintain one (1) lane of traffic in each direction at all times (Min. 12' wide lane).
- Protect any traffic signal detection equipment in-place or restore any equipment damaged by the Permittee within five (5) working days.
- Must maintain access for emergency vehicles to all driveways.
- Must notify all affected residents by letter or door hanger of the street closure a minimum of 48 hours in advance.
- When work is within a school zone, all sidewalks and traffic lanes shall remain open during non-working hours.
- Discretion per City Engineer or Inspector to change Traffic Control.