City of Folsom
Public Works Department
50 Natoma Street, 1st Floor
Folsom, CA 95630
Counter Hours: M-F 8:00 AM – 4:00 PM
Phone: (916) 461-6231
Email: SpecialEventPermits@folsom.ca.us

Block Party Permit Application & Contract

Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

Note: The applicant must be in attendance for the duration of the event and be immediately available to City officials.

Block Party Event Information

Date of Event: _____	Start Time: _____	End Time: _____
Street to be Closed: _____		
Between House #: _____	And House #: _____	
Total Number of Homes in Closure Area: _____	Maximum Expected Attendance: _____	

Will this event involve the use of fireworks? If yes, must be "Safe-and-Sane"; only allowed between June 28th and July 4th	☐ YES ☐ NO
Has this Block Party been approved previously? If yes, please include Permit Number: _____	☐ YES ☐ NO
Will there be amplified sound?	☐ YES ☐ NO
Will there be cooking on site?	☐ YES ☐ NO
Will there be tents, canopies, or temporary structures?	☐ YES ☐ NO
Will alcoholic beverages be served or consumed? If yes, an Alcohol Beverage Permit is needed.	☐ YES ☐ NO

Applicant Statement

Notice to Residents – It is the responsibility of the applicant to notify in advance all residents who live on the street to be closed. All residents should be made aware of the date and time of the event, and the impact of the event on parking and street access.

► **I hereby certify** that all residents of the street to be closed during the event described in this application have been notified in advance of the date and times of the event.
► **I hereby certify** that I have read, understand and will abide by the rules and regulations attached to this application.
► **I hereby certify** that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

_____ _____
Signature of Applicant **Date**

You will be notified within three business days if your submittal is incomplete or does not comply with code.

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Block Party Permit Submittal Requirements

Permit Required: A neighborhood block party is intended to provide neighbors with a unique opportunity to gather and create a network of friends. Neighborhood block parties are intended for residents only, not the general public. Neighborhood celebrations or gatherings that close off a portion of a residential street in the City of Folsom are required to have a Block Party Permit.

The applicant shall submit the following information to the Community Development Department for review:

1. **Application Form & Contract** (Completed and signed)
2. **Application Fee:** $63.00 – Block Party Permit Fee
3. **Event Narrative** describing all proposed activities at the event
4. **A street closure plan/site plan**, including but not limited to:
    a. Locations of street barricades
    b. Locations of temporary structures (e.g., tents, bounce houses, play equipment, etc.)
    c. Location of proposed activities
    d. Locations of all other objects (e.g., tables, chairs, etc.)
5. **Alcohol Beverage Permit** for the consumption of alcohol in a public area (if applicable)
6. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a digital application (PDF) online via the City's eTRAKiT online portal: https://fols.csqrcloud.com/community-etrakit/

Please reach out to SpecialEventPermits@folsom.ca.us for any questions about the application process.

- NOTE -

If your neighborhood block party is open to the general public, is being advertised outside the affected area or involves major street closures, you will need to submit *a Special Event Application*

Application for the closure of **private streets** for the purposes of a block party may be subject to HOA or other approval. The Community Development Department strongly encourages all projects go through any applicable Homeowners Association review process prior to submitting an application to the City.

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Resident Petition for Neighborhood Block Party Street Closure

Name/Purpose of Block Party: _____	Date of Event: _____	Start Time: _____	End Time: _____

We, the undersigned, hereby do not object to the closure of the following street: _____
Between House #: _____ and House #: _____

Name	Signature	Address	Phone Number	Circle One
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved
				Approved / Disapproved

All businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing. Additional photocopies can be made if needed.

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Block Party Permit Rules and Regulations

Application for the closure of public/private streets for the purposes of a block party may be considered if they meet the following criteria:

1) A complete application has been submitted at least fifteen (15) calendar days prior to the proposed block party date, but no longer than three (3) months in advance.
2) No more than four (4) block party permits have been issued for the area or address range within the calendar year.
3) A street may be closed for a block party permit if it meets the following criteria:
   a) Street is a cul-de-sac, dead-end, or circular street, or the section being closed is less than 500 feet in length (except under special circumstances) and is intersected by two other residential streets;
   b) Posted speed limit does not exceed 25 MPH;
   c) Street is considered a residential street;
   d) Street does not have a transit bus stop;
   e) Street is not considered a primary emergency response route;
   f) Street closures are preferable at intersections; if not at an intersection, special conditions may apply.

An issued Block Party Permit will be subject to the following standard rules and regulations:

1) **General Requirements**:
   a) The applicant shall provide a written notice 72 hours in advance of the block party to all residents who will be affected by the street closure.
   b) The permit shall be kept on site at all times during the event and shall be made available for review to any representative from the City upon demand.
   c) This permit may be revoked, and the road immediately reopened by a City official when deemed a necessity by the official.
   d) Applicant shall protect, defend, and indemnify and save and hold harmless the City, its, officers, employees, and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such block party and temporary street closure and the activities permitted in connection therewith. The City may require, as a condition of the issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances.
2) **Street Closure Requirements**:
   a) Street closure must conform to the attached street closure map.
   b) The permit applicant is responsible for obtaining barricades and ensuring that they are placed properly and maintained throughout the event duration. Consult the yellow pages of your telephone directory under “barricades” for rental information or http://www.yellowpages.com/folsom-ca/barricade-rental

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c) Street must remain accessible to all emergency equipment; a 20-foot wide lane must be kept clear for emergency vehicle access at all times.

d) A minimum of two street barricades (Type I or II with reflectorized material) with "Road Closed" signs shall be placed on each end of the closure, with the sign facing oncoming traffic, and the barricades centered in each vehicular lane.
e) If the street will be closed during the hours between Dusk and Dawn, then each barricade shall include battery-powered flashing beacons, which shall be activated during that period.
f) Fire hydrants shall remain accessible for Fire Department use at all times.
g) Street closures shall be allowed only until 10:00 PM on Sunday through Thursday and until 12:00 PM on Friday and Saturday. The closure shall be removed sooner if so specified on the permit.
h) Closure is 8 hours or less (except under special circumstances as determined by City staff).
i) Bounce houses, waterslides, dunk tanks and other play equipment are confined to private property.

3) **Fireworks Requirements**:
The possession, use and discharge of California State Fire Marshal (CSFM) approved fireworks, bearing the CSFM Safe and Sane seal, is permitted only between June 28th and July 4th each year except under special occasions approved by the City Manager. The possession, use or discharge of illegal fireworks within the event area is prohibited and may result in criminal charges being filed against the responsible party, and the immediate revocation of the permit.

4) **Alcohol Requirements**:
Alcohol must be confined to private property. Alcohol consumed off of private property is prohibited.

5) **Noise Requirements**:
Amplified sound use shall conform to the noise control provisions of Folsom Municipal Code Chapter 8.42. Furthermore, amplified sound associated with the block party shall not commence earlier than 9:00 AM. and shall be terminated by 10:00 PM. If the Folsom Police Department receives noise complaints, they will evaluate and determine whether to require the event coordinator cease use of amplified sound equipment or revoke the permit.

6) **Clean-Up Requirements**:
All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event.