

CITY OF SAN GABRIEL

BLOCK PARTY/TEMPORARY STREET CLOSURE POLICY

The City of San Gabriel wants your block party to be a success! The following information is provided to help in planning your event.

Block parties must be pre-approved by the City Council at a regular meeting which is held the first and third Tuesdays of every month. Submit your request to the Public Works Department at least six weeks prior to the date you wish to hold the party. The request should contain the following information:

1. The name, address and phone number of the responsible party for all contacts by City agencies and for installing any necessary barricades.
2. The date you wish to hold the block party.
3. The location of the party, indicating the addresses involved and the cross-streets.
4. The hours the party will be held.
5. Purpose of block party.
6. Specify if any driveways will be blocked during the party.
7. Attach the REQUIRED Neighbor Consent Form for any affected neighbors.
8. Any questions should be directed to the Public Works Department at (626) 308-2825 or in writing to the address listed below. Submit the request at least six weeks prior to the day you wish to hold the event to:

Public Works Department
City of San Gabriel
917 E. Grand Ave.
San Gabriel, CA 91776

CITY OF SAN GABRIEL

BLOCK PARTY/TEMPORARY STREET CLOSURE

STANDARD CONDITIONS OF APPROVAL

All approvals for block parties are subject to the following conditions as well as any other condition(s) deemed appropriate:

1. A minimum width of 20 feet of one side of the street shall remain unobstructed for access by public safety vehicles.
2. Fire hydrants shall remain unobstructed at all times.
3. There shall be no consumption of alcohol with the public right-of-way.
4. There shall be no fireworks or other pyrotechnic displays.
5. Parties are subject to disturbing the peace laws.
6. A resident shall be identified as the responsible party for all contracts by City agencies and for installing and removing the street barricades.
7. The street closure shall be between the hours as indicated on the request form.

CITY OF SAN GABRIEL BLOCK PARTY/TEMPORARY STREET CLOSURE REQUEST FORM

REQUEST MUST BE SUBMITTED AT LEAST **SIX WEEKS** PRIOR TO THE DATE YOU WISH TO HOLD THE BLOCK PARTY.

SUBMIT COMPLETED FORM TO:

PUBLIC WORKS
CITY OF SAN GABRIEL
917 E. GRAND AVE.
SAN GABRIEL, CA 91776

PLEASE PRINT CLEARLY!

Responsible person for all contacts by City agencies and for installing and removing the street barricades:

Name _____

Address _____

Daytime Phone Number _____

Evening Phone Number _____

Date Block Party to be Held: _____

Type of Event: _____

Location: _____

Block Number(s)

Street Name

Between the streets of _____ and _____

Block party to be held between the hours of _____ a.m./p.m. and _____ a.m./p.m.

Will any residential driveways be blocked during the party?

No _____

Yes _____

Please attach the REQUIRED Neighbor Consent Form.

For OFFICE USE ONLY

Date submitted to Public Works: _____ Received by: _____

Date Approved by: _____ Police Dept. _____ Fire Dept. _____ Public Works

Comments: _____

