



City of Camarillo
Department of Public Works
Administrative Policy

Policy Number: 11.3
Effective Date: 12/1974
First Revision Date: 10/8/1997
Latest Revision Date: 10/8/1997
Tom Fox, Director of Public Works

BLOCK PARTIES

Purpose

To establish procedures for the approval of, and to clarify appropriate limitations and restrictions for the holding of block parties within residential neighborhoods.

Policy

Upon request, and upon demonstration by an applicant that the limitations and restrictions stated herein can and will be met, the Director of Public Works may approve a request to close a portion of a public street for the purpose of holding a block party.

Procedure

A. Block Party Defined

“Block Party” means a party for social gathering held jointly and cooperatively by a number of residents fronting on a given public street, usually between two cross streets or a cul-de-sac. Its concept embraces a few homes or families being given permission to barricade a section of a public street for a specific period of time. The block party concept is designed to benefit those who live within the area to be blocked-off. Others may be invited in, but the number of invitees may not exceed the number of persons who live within the blocked-off area.

B. Limitations and Restrictions

1. Permission to hold a block party refers specifically to the blocking off of streets; all behavior must be in adherence to law.
2. Illegal activities such as damage to public or private property, unlawful assembly, illegal consumption of alcohol, presence of narcotics and dangerous drugs or any other criminal violations in the area of the block party will result in the permission to use the streets being revoked and removal of the barricades.
3. Permits for block parties shall not be issued without compliance to the City’s Risk Management requirements (i.e., hold harmless statements, etc.).
4. Generally, block party permits will be granted for daylight hours only.
5. Adequate barricades shall be placed and maintained by the applicant in a manner to be determined and approved by the City.
6. No admissions or donations may be requested or charged for attendance at the event.

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7. Loud music will not be permitted.
8. Persons taking out the permit will be responsible for cleanup of public or private property.
9. Block party permits will not be granted on thoroughfare streets or collector streets, but only streets of a residential nature.
10. Blocks shall be barricaded between intersections. All four-leg intersections shall remain open to traffic. A three-leg intersection may be blocked if it does not affect the ability for traffic to detour around the neighborhood.

C. Application

A person desiring to have a portion of the street blocked off for the purpose of hosting a block party is required to file an application form with the Director of Public Works. The application should include a sketch of the area to be blocked off with a list of all of the addresses within the affected area. The application should state the date(s), times, purpose and planned activities associated with the proposed block party. The application should also include a statement in support of the block party, signed by more than 50% of the residents within the proposed block party area. Applications for block parties must be submitted at least three weeks before the event is to be held.

D. Review and Approval

Upon receipt of a request to hold a block party by the Director of Public Works, the request will be circulated to appropriate departments for review and input. After the Director has received the comments of the affected departments, a decision will be made on the party. The Director may issue a permit conditionally, may contact the applicant and request additional information prior to the issuance of a permit, or may deny the permit.

No permit shall be granted unless the application adequately addresses all requirements of the City's Risk Manager pertaining to submittal of appropriate Hold Harmless Statement and fees/deposits.

Permission to hold a block party will be given by the Director of Public Works office in letter form to the person in charge of the block party. Copies of the approval letter shall be sent to all affected properties.

E. Fees and Deposits

A \$10.00 fee will be required for the use of the barricades to cover the cost of assembly. In addition, a deposit of \$10.00 per barricade utilized will be required. Said deposit will be refundable if the barricades are returned to the City in the same condition as when delivered to the applicant. In addition, a \$75.00 cleaning deposit will be required. This will be returned if the street and other public property are left in a clean condition. If not, the money will be used for the street sweeper to sweep the street.

F. Protest

Anyone believing that they may be adversely affected by a proposed block party may file with the Director of Public Works a written protest stating the reasons for said perceived adverse impact. Such a protest must be filed at least seven (7) days prior to the date of the event in order to allow proper time for review and response.

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Upon review of the protest and any stated reasons for same, the Director of Public Works may reconsider the Block Party application; and, subsequent to said review, the Director may: 1) re-affirm the permit approval, 2) amend any conditions of approval in order to accommodate valid concerns raised in the protest; or 3) rescind the approval and deny the Block Party application.

Any such decision of the Director of Public Works may be appealed to the City Manager for a determination. The decision of the City Manager shall be final.