

**CITY OF CAMARILLO
DEPARTMENT OF PUBLIC WORKS**

BLOCK PARTY INSTRUCTIONS AND INFORMATION FOR APPLICANTS

1. Applicants are requested to read these instructions and Administrative Policy 11.3 (attached) prior to completing and submitting an application form for a block party.
2. All requests for a block party require the submittal of a completed application form including:
 - A sketch of the location and area surrounding the street closure;
 - A list of the names and signatures of residents who support or oppose the area being blocked off by the street closure;
 - Payment of all required fees and deposits; (see items 7, 8 and 9).
 - Completion of a Hold Harmless Statement
3. Application forms must be submitted at least three weeks prior to the date of the proposed event.
4. At least fifty percent (50%) of the residents within the block party area must be in support of the proposed street closure.
5. Block party permits will not be granted on thoroughfare streets or collector streets; only streets of a residential nature.
6. The application fee is zero.
7. The use fee for City "Road Closed" barricades is \$10.00, and is **nonrefundable**.
8. The barricade deposit is \$10.00 per barricade, and **is refundable**. Two barricades for a cul-de-sac, and four barricades for open-ended streets are required.
9. The cleanup deposit is \$75.00, **which is refundable upon inspection**.
10. Refundable deposits will be returned upon return of barricades and City acceptance of post-event cleanup efforts.
11. Upon receipt of a completed application form, the application package will be routed to appropriate departments for comment.

12. If approved, the permit may be accompanied by certain conditions of approval which must be implemented and administered by the applicant if the permit is to remain valid.
13. Copies of the permit approval letter and accompanying information will be sent to the applicant and to affected departments and other agencies.
14. Any protest of a proposed event or permit for same will be processed in accordance with procedures set forth in Policy 11.3.