



**City of American Canyon
Encroachment Permit Application
Special Event on Public
Roadway/Property**

For Staff Use Only

- Block Party
- Park/Facility Rental
- Parade/Road Closure
- Other _____

Submit the completed application and pay required application fees to Parks & Recreation, 100 Benton Way, American Canyon, CA 94503. For information call (707) 648-7275 or 647-4550.

NAME OF APPLICANT/ ORGANIZATION: _____

MAILING ADDRESS OF APPLICANT /ORGANIZATION: _____

E-MAIL: _____ TELEPHONE/MOBILE#: _____

I hereby apply for a permit for a special event involving a public facility or roadway(s):

Name/Type of Event & Location: _____

Alcohol will be served: YES NO Date & Hours of Event: _____

Number of Participants: _____ Are you requesting a road closure? YES NO

Precise route (if applicable), including starting and finishing point: _____

(attach map if necessary)

Applicant is responsible for adhering to all special conditions and restrictions detailed on page 2.

I hereby certify that all statements in this application are true and complete and that any misstatements of material fact may result in having my permit denied or revoked. In making this application, I agree to comply with all the terms hereof.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICIAL USE ONLY

PARKS & REC REC'D BY/DATE: _____ Fee: \$ _____ Receipt #: _____

PARKS & REC DIRECTOR APPROVAL: _____ RESTRICTIONS: YES NO

PARKS SUPERVISOR APPROVAL: _____ RESTRICTIONS: YES NO

PUBLIC WORKS APPROVAL: _____ RESTRICTIONS: YES NO

Number of Barricades: _____ Scheduled delivery date: _____

FIRE DISTRICT APPROVAL: _____ RESTRICTIONS: YES NO

POLICE DEPARTMENT APPROVAL: _____ RESTRICTIONS: YES NO

SPECIAL CONDITIONS & RESTRICTIONS

For block parties or other events that require road closures, the applicant must provide signatures of all residents (one adult member per household) on the street(s) affected by the road closure to acknowledge that residents are aware of the date and time of the event and do not oppose the road closure.

30 DAYS NOTICE IS REQUIRED FOR PROCESSING A SPECIAL EVENT PERMIT THAT REQUIRES A ROAD CLOSURE. PLEASE ALLOW 2 WEEKS FOR PROCESSING ALL OTHER SPECIAL EVENT PERMITS. The applicant will receive notification by phone or e-mail when the permit application has been approved, and a copy of the approved permit will be sent electronically or by U.S. mail. It is the applicant's responsibility to ensure they have the copy before the event by calling Public Works at 647-4550 or Parks & Recreation at 648-7275 during regular business hours.

Roads shall be closed with a minimum of three flashing light type barricades at each end of the closure area. The barricades shall not be erected more than one-half hour before the specified starting time of the event. The barricades shall be in place by the designated start time and shall be removed by the designated ending time of the event.

Roadway closures are subject to entry by authorized emergency vehicles for the safety and protection of life and property. Emergency vehicles include Fire Department, Police, Sheriff, Highway Patrol, ambulances, and other emergency responders.

No vehicles may block the roadway or fire hydrants. At least one traffic lane width (15 feet minimum) shall be left open for emergency vehicles. This means that no vehicles, tables, chairs, barbecues, podiums, stages, or any other item may be positioned in the traffic lane. The lane may be used by participants for any other lawful function, providing that it can be immediately vacated to allow emergency vehicles to drive into or through the area if necessary.

City of American Canyon Municipal Code

5.05.020 Definitions.

"Parade" means a parade, procession, march, demonstration, motorcade, promenade or pageant consisting of persons, animals or vehicles, or any combination thereof, traveling in unison and having a common purpose, design, destination or goal, which is conducted in, on, upon, or along any public street, sidewalk or other property owned or controlled by the city, or any portion thereof, which does not comply with normal and usual traffic regulations or control, or which may impede, obstruct, impair or interfere with the free use of such public street, sidewalk or other public property of the city.

"Public assembly" means any group of sixty or more persons participating in an organized activity having a common purpose on or within a city street, city park, parking facility, sidewalk, or other public property or right-of-way.

"Special event" means:

1. Any temporary event not exceeding thirty days, whether indoors or outdoors, involving thirty or more persons, which is inconsistent with the permanent use to which the property may legally be put, or the occupancy levels permitted on property; or
2. Any public assembly as defined in this section; or
3. Any event, regardless of the number of persons involved, requiring full or partial street closure, which occurs on a city street, sidewalk, alley, or

other public right-of-way, and/or which is likely to obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic.

"Special event permit" or "permit" means a special event permit issued pursuant to this chapter.

5.05.035 Special event permit.

- A. A special event permit is required for any special event, as defined in Section 5.05.020, having any of the following characteristics:
 1. Involves the use of public property or facilities or has a substantial impact on traffic, public property or facilities in a way that may require the provision of city public services in response; and/or
 2. Creates noise in excess of the standards set forth in Chapter 8.12 ("Noise Control"); and/or
 3. Involves the use of any pyrotechnic device as defined in the California Health and Safety Code; and/or
 4. Involves the construction or installation of any temporary or permanent tents, canopies or other structures, if the construction or installation requires a permit from the city's fire and/or community development department; and/or
 5. Involves the use of any exotic or non-domesticated animals, or mechanical amusement rides. (Ord. 2010-05 § 1, 2010)

