

BLOCK PARTY ACTIVITY GUIDELINES

These regular guidelines shall apply to all temporary local street closures for block parties or similar activity granted under the authority of BMC Sections 13.44.010-13.44.030.

1. **APPLICATION DEADLINE:** All necessary permits shall be obtained from the City of Berkeley by 3:00 PM on the Wednesday prior to the weekend of the proposed closure. Please note that a traffic engineer may not be available after 3:00 pm without an appointment.
2. **ACCESS:** Residents abutting the closure shall have pedestrian and vehicular access to their properties at all times.
3. **FIRE LANE:** A 20-foot wide emergency access lane shall be maintained at all times throughout the street closure.
4. **SPONSORSHIP:** The activity is sponsored solely by owners, residents, or tenants of properties fronting the street to be closed. Permit will be denied for private parties, such as church or school events, weddings, birthdays, garage sales, or for blockage of a main, commercial, or collector street.
5. **APPROVAL/DENIAL:** The City Traffic Engineer will generally grant local street closure permits for Block Party Activities upon receipt of the completed permit application, unless there is a conflicting event. Application denials may be appealed to the City Manager and/ or City Council.
6. **BARRICADE PICK UP and RETURN:** Employees will be available at the Sign Shop Office, **Building F**, 1326 Allston Way, at the West end of the Corporation Yard (see map) , **ONLY on the following days and times:**
 - **Pick up:** On the last working day before the street closure, **normally FRIDAY, 1:00-3:30 PM.**
 - **Drop Off:** On the first working day after the street closure, normally MONDAY, 7:30-10:00 AM
 - **Late Returns and lost or Damaged Equipment:** Barricades and signs are City-owned resources temporarily loaned to you for your safety. You will be charged an additional fee for late returns and lost or damaged barricades.
 - ***Please present your approved permit and receipt for permit fee when picking up your barricades.***
7. **HOURS:** Closure will generally not be permitted during normal Monday-Friday business hours, unless it is a city-observed holiday.
Weekend and holiday street closures shall be permitted only between 10:00 AM and 8:00 PM, the same hours listed in B.M.C. 13.40.100 for Outdoor Amplified Sound Permits. (Note: The loudest noise permitted by the City of Berkeley is 10dBA above the ambient level at a distance of 50 feet from the amplifying speakers.)
8. **CLEAN UP:** The street and sidewalk area shall be left clean of all debris and litter.
9. **FEE:** The Permit Fee is \$15.00, payable to the "City of Berkeley" by **CHECK, CREDIT CARD or MONEY ORDER ONLY.**
10. **Send or bring application and payment to:**
Transportation Division, 1947 Center Street, 4th Floor, Berkeley 94704

Please keep this approved permit available at the Block Party site and present it to City of Berkeley representatives upon request.