



CITY OF OAKLEY
3231 MAIN STREET
OAKLEY, CA 94561
PH. (925) 625-7037 FAX (925) 625-9194

SPECIAL EVENT/
ROAD CLOSURE PERMIT

FOR OFFICE USE

Application Date: \_\_\_\_\_ Thomas Guide Map Page: \_\_\_\_\_ Permit No.: \_\_\_\_\_
Application Approved: \_\_\_\_\_ Road Name: \_\_\_\_\_ Road No.: \_\_\_\_\_
Permit Fee: \$53.00 Receipt No.: \_\_\_\_\_ Inspector Area: \_\_\_\_\_

CONTACT INFORMATION

Applicant-Permittee/Organizer/Contractor: \_\_\_\_\_
Contact Person/Responsible Party: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_
Email Address: \_\_\_\_\_

Person In Charge at Event: \_\_\_\_\_
Title: \_\_\_\_\_
Address: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_
Tel No.: \_\_\_\_\_ Fax No: \_\_\_\_\_
Cell No. During Event: \_\_\_\_\_
Email Address: \_\_\_\_\_

EVENT DETAILS

Name of Event: \_\_\_\_\_
Requested Date of Event: \_\_\_\_\_
Type of Event: \_\_\_\_\_
Event Details: \_\_\_\_\_
Set up Time and location (pre-event set up): \_\_\_\_\_
Time of Event: Beginning time: \_\_\_\_\_ (AM/PM) Ending time: \_\_\_\_\_ (AM/PM)
Expected Number of Attendees/Participants: \_\_\_\_\_ Expected Number of Vehicles/Floats/Animals: \_\_\_\_\_
(Note: You are responsible to clean up after animals in a parade)
Interval space between units in the parade: \_\_\_\_\_
The event is:  Private or  Public

TRAFFIC

Are you requesting any streets or lanes to be closed?  Yes  No

Parade Route (starting and ending points)\*: \_\_\_\_\_
\* PLEASE PROVIDE A MAP AND LIST OF STREETS FOR THE PARADE ROUTE

INSURANCE

Insurance must be provided for the event per Oakley Municipal Code 4.16.136, and shall include a rider naming the City of Oakley, its officers, employees and agents as additionally insured in the amount of \$1,000,000 for General Commercial and Automobile Liability.

POLICE DEPARTMENT

A mandatory meeting with the Oakley Police Department will be held on \_\_\_\_\_, 20\_\_\_\_ at the Oakley Police Station located at 3231 Main Street, Oakley, California 94561.

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Transverse to Road  Longitudinal to Road

Type of Closure:

- Complete closure to all traffic 24-hours each day.
 Partial closure 24-hours each day.
 Complete closure to through traffic during working hours.
 Partial closure to through traffic during working hours.
 Close road to through traffic, allowing local and emergency traffic at all times.
 Emergency vehicles will be allowed passage at all times.

Requirements:

- Provide an insurance rider naming the City of Oakley, its officers, employees and agents as additionally insured in the amount of one million dollars General Commercial and Automobile Liability.
 Signed detour via neighboring streets.
 Signed detour as per plan filed with the Public Works Department.
 Bond: ( Cash  Surety) Amount: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_
 Other

**Conditions:**

1. The permittee or his/her/its agent\* shall notify any Fire Districts, the Highway Patrol, the Police Department, any School Districts, the Postal Service, and all utilities and newspapers affected by the closure, and shall comply with the requirements of the ordinance code of the City of Oakley, Title 10, and specifications relating thereto, and the policy on road closures.
2. All signing shall be in accordance with the most current edition of the State of California Manual of Traffic Controls.
3. The permittee or his/her/its agent\* shall notify all property owners affected by the road closure.

Items Attached or Referred to Herein and Made Part Hereof: \_\_\_\_\_

The Permittee or his/her/its agent\* agrees to save, indemnify and hold harmless the City of Oakley, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation liability for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the City, its officers employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit.

Signature of Permittee or his/her/its agent\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\*In accordance with Oakley Municipal Code Section 4.16.208(b)(12), if the parade is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his/her behalf.**

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Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police, City of Oakley

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Kevin Rohani, Public Works Director/City Engineer

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Work Completed       Expired      Inspector: \_\_\_\_\_

Looks OK – No Inspection Requested      Date: \_\_\_\_\_