



# STREET CLOSURES FOR PRIVATE PURPOSES

CITY OF NEWARK, CALIFORNIA

ENGINEERING DIVISION

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## General

The following criteria shall be used to issue encroachment permits for street closures for special events, block parties, or other private purposes.

## Authorized Permittees

Permits will be issued only to persons of a neighborhood group or nonprofit organization requesting to have the street closed for a special event involving their group.

## Street Classifications Authorized to be Closed

- Cul-de-sacs or other residential dead-end streets generally may be closed for private purposes.
- Minor residential through streets may or may not be closed at the discretion of the City Engineer.
- Arterial or collector streets may not be closed.

## Encroachment Permit Requirements for Street Closures

1. A petition asking for permission to close the street shall be presented, which states the intent to close the street, the purpose of the closure, and the planned date and time. The petition must be signed by all of the residents on the affected street.
2. An encroachment permit shall be obtained from the Engineering Division, at least 10 days prior to the date the street is to be closed. The permit shall state the location, date, time limits, purposes, and responsible adult in charge of the closure. The permit shall be approved by the Police and Fire Departments. Prior to issuance of the encroachment permit, the applicant must provide a Certificate of Insurance that meets City requirements.
3. The street closure shall be limited to the hours between 8:00 a.m. and 10:00 p.m. The closure shall be at the junction with the intersecting street or streets. A minimum 12-foot wide drive aisle for emergency vehicles shall be provided along the length of the street at all times.
4. The street shall be barricaded with highway construction-type barricades that have flashers. The City will supply the necessary barricades and flashers. The applicant shall be responsible for the barricades once they are delivered and shall erect them at the locations as shown on the permit. The applicant shall remove them at the end of the event and store them until they are picked up by the City. The City will normally pick up the barricades the next business day.
5. A permit fee shall be assessed based on the City's cost for providing the barricades as indicated in the current Master Fee Schedule.