# CITY OF BURLINGAME
## Residential Block Party Application

Return completed forms not later than ten (10) working days prior to event date. (NO EXCEPTIONS)

**Note: There is a non-refundable fee of $50 charged for a block party.**

Department of Public Works - Engineering
501 Primrose Road, Burlingame, CA 94010

DATE RECEIVED:

| | |
|---|---|
| PERSON(S) IN CHARGE OF PARTY: | |
| ADDRESS: | PHONE: |
| NAME OF CONTACT PERSON (IN EVENT OF EMERGENCY): | |
| ADDRESS: | DAYTIME PHONE: |
| LOCATION OF BLOCK PARTY: | |
| DATE OF PARTY: | |
| TIME OF STREET CLOSURE: | |

Applicant:

Please attach Petition for Residential Block Party. Return completed forms not later than **ten (10) working days** (**NO EXCEPTIONS**) prior to event date to: City Engineer's Office
501 Primrose Road, Burlingame, 94010

- NO AMPLIFIED MUSIC (Municipal Code § 10.40.020)
- NO FIREWORKS—includes "safe and sane" (Municipal Code § 10.48.010, Ordinance 1335)
- NO ALCOHOL CONSUMPTION ON PUBLIC PROPERTY (Municipal Code § 10.20.010)
- CITY MAY CHARGE FOR POLICE RESPONSE TO UNRULY GATHERINGS (Municipal Code § 10.70)

If you have any questions, please call the City Engineer's Office at (650) 558-7230.

**FOR CITY USE ONLY**

Review by City: ☐ Approved ☐ Denied

Special Conditions: _____

Date: City Official: _____

# CITY OF BURLINGAME
## Petition for Residential Block Party

**We, the undersigned, request the City of Burlingame to permit the closure of (name of street)_____ between _____ and _____ on (date)_____, 20___, during the hours of ____:____ __.m. and ____:____ __.m. for the purpose of holding a residential block party. We further agree that we shall hold the City, its officers and employees, whether elected or appointed, harmless from any and all liability arising from this residential block party. We agree that we shall be bound by the rules and regulations attached to this petition for holding this party as well as the Burlingame Municipal Code sections pertaining to public peace, morals, and safety as follows:**

- **NO AMPLIFIED MUSIC (Municipal Code § 10.40.020)**
- **NO FIREWORKS—includes "safe and sane" (Municipal Code § 10.48.010, Ordinance 1335)**
- **NO ALCOHOL CONSUMPTION ON PUBLIC PROPERTY (Municipal Code § 10.20.010)**
- **CITY MAY CHARGE FOR POLICE RESPONSE TO UNRULY GATHERINGS (Municipal Code § 10.70)**

**We further agree to assist immediate access to emergency vehicles should that be necessary at any time during the proposed street closure.**

| NAME | RESIDENCE ADDRESS |
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Rev October 22, 2008 [S:\A Public Works Directory\FORMS\General Office Forms\blockparty-form.wpd]

The City of Burlingame
CITY HALL - 501 PRIMROSE ROAD
BURLINGAME, CALIFORNIA 94010-3997
Website: www.burlingame.org

PUBLIC WORKS DEPARTMENT
Tel:(650) 558-7230
Fax:(650) 685-9310

CORPORATION YARD
Tel:(650) 558-7670

# RESIDENTIAL BLOCK PARTIES ❖ RULES AND REGULATIONS

These rules and regulations shall apply to any approved Block Party which results in the temporary closing of any street, sidewalk, or City property in the City of Burlingame.

## APPLICATION:

Any person may apply at the Engineering Department for a Block Party Permit. Such an application shall be made not less than ten (10) working days before the proposed block party on a form specified by the City. **THERE WILL BE NO EXCEPTIONS TO THE TEN (10) WORKING DAYS TIME LIMIT FOR THE SUBMISSION OF A BLOCK PARTY APPLICATION.**

## STANDARDS OF REVIEW:

- The City Engineer shall review the application and determine if it meets the standards set forth below. Based on this review, the application shall be approved, denied, or referred to council for consideration.
- ***Streets in the City of Burlingame may be temporarily closed for a Residential Block Party only under Vehicle Code Section 21101 (e).***
- A street may be closed in a district zoned residential by the City zoning laws only when the Block Party application is accompanied by a petition bearing the signature of at least one ***adult occupant*** from 80 percent of the residences on the street to be closed. The applicant shall be a resident of the block where the closure is to occur. Petitions may also be required in commercial districts.
- **The city may charge for Police response to unruly gatherings** (Burlingame Municipal Code Section 10.70). All state and local laws regarding service and sale of alcohol shall be obeyed. No sale of admission tickets or outside advertising shall be allowed without a separate amusement permit.
- **City Ordinance and State Law restricts alcohol consumption on public property** (Burlingame Municipal Code Section 10.20.010).
- **No fireworks are permitted, including "safe & sane" fireworks** (Burlingame Municipal Code Section 10.48.0101, Ordinance 1335).
- **No sound amplification equipment may be used** in connection with any street closure in any district except when used by City employees or officers for purposes of crowd control.
- No Block Party permit shall be granted for any event between the hours of 10 p.m. and 7 a.m., and no permit shall be granted that shall close a street for more than ten hours at any one time.

- No Block Party permit for any street closure shall be granted without City Council approval if the City Engineer determines that the closure requested will substantially interfere with the conduct of a considerable number of residents or businesses on the street or streets to be closed of if the closure would result in a significant disruption of the orderly and efficient flow of traffic through any portion of the City of Burlingame.

- No Block Party permit shall be granted when the closure would result in denying prompt access to an area or location be emergency vehicles. Vehicles shall not be parked at the barricade locations so that access to the street is blocked.

- Wherever appropriate, the City Public Works Department will require the applicant to erect barricades according to City specifications to close off a street or area for public safety. Barricades for block parties may be obtained from the City Public Works Department. The fee for obtaining the barricades and block party permit is $50.00 which is non-refundable. The person or persons making application shall be responsible for placing and dismantling all barricades. All barricades shall be removed within one-half (½) hour of the ending time of the event for which the street is closed. Barricades shall also be immediately removed upon request of any authorized officer or employee of the City.

## CITY SERVICES:

- Each Block Party application shall be referred by the City Engineer to the Police and Fire Departments and to any other department that the City Engineer deems advisable. These departments shall recommend to the City Engineer personnel and equipment requirements and the final action on the application.

- The Police Department shall review each Block Party application and determine whether the presence of police officers is required for the safety and welfare of the participants and general public. If the department does determine that police presence is required, the department shall note on the application the personnel and equipment requirements and shall determine the costs associated with providing those services. Such costs shall be paid by the applicant.

## HOLD HARMLESS/LIABILITY COVERAGE:

- Before the City may grant any Block Party permit under these rules and regulations, the applicant shall sign a statement holding the city, its officers and employees, whether elected or appointed, harmless from any and all liability arising from the street closure.

## CONDITIONS:

- The City may impose conditions on the permit to ensure that the event complies with these rules and regulations.

## APPEAL:

- Imposition of any condition, or the granting or denial of any Block Party permit for a street closure may be appealed by any person to the City Council for review pursuant to these rules and regulations within (5) days of the day of the granting or denial of a permit.

## CONNECTION TO OTHER JURISDICTIONS:

- These rules and regulations shall not be construed to affect in any way the responsibility of the Block Party applicant to obtain all permits that may be required by the State of California, the County of San Mateo, or other governmental entity in order to effect the street closure desired.