



**CITY OF ARCADIA  
DEVELOPMENT SERVICES DEPARTMENT/ENGINEERING DIVISION**

**Block Party Permit Issuance Requirements**

The following requirements must be met before a Block Party Permit is issued:

1. The applicant shall submit to the Development Services Department/Engineering Division a written request for street closure at least one (1) week prior to the date of the proposed street closure.
2. Included with the written request, the applicant must provide the City with a petition supporting the street closure signed by at least two-thirds (2/3) of the owners or tenants of the affected street.
3. The applicant must be the responsible party for the temporary event and is an owner or tenant on the affected street.
4. The closure of the street affected by the temporary event must not cause a significant hardship to pedestrian or vehicular traffic. Alternate routes must be available for public and emergency vehicles.
5. The temporary event street closure shall be for a period less than twenty-four (24) hours.
6. The applicant shall obtain and place barricades for the street closure, and remove the barricades promptly after the event is concluded. Barricades are available from the Public Works Services Department, 11800 Goldring Road, (626) 256-6554 for a fee of \$105 (City delivery and pick-up) or \$40 (petitioner pick-up and return).
7. Promptly following the conclusion of the event, the applicant shall clean the right-of-way equivalent to its condition prior to commencement of the event.
8. The applicant shall adhere to all ordinances, resolutions, and policies of the City pertaining to events in the public right-of-way or which are otherwise in effect.
9. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
10. The petitioner(s) agree to indemnify and hold harmless the City of Arcadia, its officers, agents, and employees from and against all losses, claims, demands, payments, suits, and judgments of every nature and description and description brought or recoverable against it or them (the City et. al) by the petitioner(s) and permittee, their agents or employees, or third parties arising out of or in any way attributable to the above job.
11. The City maintains the right to cancel approval of the street closure at any time.

I AGREE TO COMPLY WITH THE ABOVE REQUIREMENTS:

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SIGNATURE

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DATE