



APPLICATION FOR STREET CLOSURE

Applicant Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Street Closure Location: \_\_\_\_\_ Cross Street(s) \_\_\_\_\_

Date of Closure: \_\_\_\_\_ Times of Closure: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_

How many properties are on the affected block? Residences: \_\_\_\_\_ Businesses: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will there be tables, inflatable play structures, games, etc. setup in the roadway?  Yes  No
Twelve (12) feet of access must be maintained through the closure for emergency vehicles at all times.

Will the City need to provide barricades?  Yes  No Number Requested (Max. 10): \_\_\_\_\_

Applicant will be required to pay for replacement costs for any damaged/lost barricades.
Barricades will be dropped off and picked up at one location.
Street Closure signs are not available through the City
No tables, jump houses, play equipment or structures blocking the roadway

INSTRUCTIONS: Closure of streets requires a petition signed by a majority of the properties on the affected block in addition to approvals by the Police, Fire and Public Works Departments. For all applications, written notification MUST BE made to each affected property. If a signature is not obtained for an affected property, the applicant must attest that the affected property was notified of the application for closure in writing. For your convenience, a petition and form letter have been provided; make additional copies as necessary. The petition and attestation of notification must be submitted along with this application. There is a \$100 fee which must be submitted with the completed application. If the application is denied, the fee will be refunded. Completed applications must be submitted at least two (2) weeks in advance of the requested closure date. Return Original form to Belmont Public Works Department. Late applications will not be accepted.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* (For Official Use Only) \*\*\*\*\*

Approved by: Public Works Department: \_\_\_\_\_ Date: \_\_\_\_\_
Police Department: \_\_\_\_\_ Date: \_\_\_\_\_
(Watch Commander)
Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

NOTIFICATIONS: A copy of the approved application will be sent to applicant and a copy to the DPW Traffic Operations Supervisor. E-mail notification is required to PD Traffic, PD Communications, PD Sergeants, PD Corporals and FD Fire Battalion Chiefs email lists.

Notifications made by: \_\_\_\_\_ Date: \_\_\_\_\_



## Neighbor Notification Letter for Street Closure Application

Dear Neighbor,

An application for a street closure which may affect your property was made by (*name*)

\_\_\_\_\_. The closure was requested for the purpose of:

\_\_\_\_\_. The location of the

street closure is will be on (*street*) \_\_\_\_\_ on (*date*)

\_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

In order for the street closure application to be deemed complete, a majority of the properties affected by the closure must sign a petition in favor of the closure. If you would like to add your name to the petition in favor of the street closure application, please contact \_\_\_\_\_ by:

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

If you object or have concerns about the application for closure, please let the applicant know and/or contact the Belmont Public Works Department (650) 595-7425.

*\*\* A copy of the letter provided to neighbors must be submitted with the application. \*\**