Revised May 18, 2011

STREET CLOSURE PROVISIONS
AND
APPLICATION PROCEDURES

STREET SERVICES INVESTIGATION AND ENFORCEMENT DIVISION
1149 SOUTH BROADWAY, SUITE 350
LOS ANGELES, CA 90015

Business Hours: 7:00 a.m. – 3:30 p.m.
Telephone (213) 847-6000, Fax (213) 847-6269

TABLE OF CONTENTS

I. Type of Events
II. Criteria Considered for All Street Closures
III. Deadline for Submitting Applications
IV. Board of Public Works Hearing
V. Planning Meetings and Inspection of the Event
VI. Application Procedures
VII. Conditions and Requirements
VIII. Temporary Selling Activities Conditions and Requirements
IX. Traffic Control
X. Other Conditions and Requirements-Ordinance online
XI. Forms
STREET CLOSURE PROVISIONS
AND
APPLICATION PROCEDURES

I. TYPE OF EVENTS

There are two departments that process and issue special event permits for use of public streets in the City of Los Angeles the:

1. Department of Public Works, Bureau of Street Services, Street Services Investigation and Enforcement Division, One-Stop Special Events Permit Office and

2. Los Angeles Police Department, Emergency Operations Section, Special Event Planning Unit.

The determination of which department will process the permit application depends on the type of event to be held. Event permits processed by the Street Services Investigation and Enforcement Division are listed below in subsection A and those processed by the Police Department Special Event Planning Unit are listed in subsection B.

The provisions and procedures outlined in this brochure apply only to special event permits processed by the Street Services Investigation and Enforcement Division.

A. STREET CLOSURES FOR SPECIAL EVENTS (Permits issued by the Department of Public Works)

The Department of Public Works Bureau of Street Services Investigation and Enforcement Division processes requests for the temporary closure of streets within the City of Los Angeles for the following types of activities:

1. Athletic Events
   - Marathons
   - 5k or 10k runs
   - Walkathons
   - Bike races

2. Street Closures
   - Community events
   - Block parties
   - Celebrations
   - Street fairs
   - Charitable events
   - Ceremonies, Red Carpets and Grand Openings
   - Closures for political purposes, and
   - Other similar events
   - Farmers Markets
   - Food Trucks

3. Special Events
   Events for which the City Council has passed a motion declaring them special events, and appropriated some form of funding or provided City Services. All street closure requirements apply to special events unless otherwise stipulated in the motion.

NOTE: Streets may not be closed for the purpose of vehicular parking; including but not limited to birthday parties, weddings, valet parking and funerals.
B. PARADES AND PROCESSIONS (Permits issued by LAPD)

The Special Event Planning Unit of the Los Angeles Police Department issues permits for the following types of activities:

1. Parades
2. Processions
3. Planned demonstrations or marches

The Los Angeles Police Department may be contacted at Special Events Permit Unit, Emergency Operations Division 100 West 1st Street, 3rd floor, Los Angeles CA 90012, Mail Stop 400, SEPU Office (Main Line) (213) 486-0640, FAX (213) 486-0670.

II. CRITERIA CONSIDERED FOR ALL STREET CLOSURES

The following factors are carefully considered prior to recommending approval of proposed street closures (whether lane closures, local streets or major/secondary streets):

A. Impact of the proposed closure on residents, occupants or businesspersons of the block.

B. Impact of the proposed closure on the accessibility of emergency vehicles into the closure areas.

C. Impact of the proposed closure on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.

D. Potential interference with commercial and business activities in the immediate vicinity.

E. Conditions existing within the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the general public or persons residing in the area.

F. Verification that the applicant or sponsor owns, leases or rents property on the proposed block to be closed or can obtain and submit a letter of co-sponsorship from an individual who meets those criteria.

III. DEADLINE FOR SUBMITTING APPLICATIONS

Applicants should begin the application process at least 45 days in advance by contacting the Street Services Investigation and Enforcement Division, One-Stop Special Events Permit Office. Applications received 21 days or less prior to the event will be assessed an additional $312.00 application late fee.

IV. BOARD OF PUBLIC WORKS HEARING

A. Prior to processing a request for any street closure or event, the One-Stop Special Events Permit Office notifies a number of agencies of the time, place, location and nature of the proposed event. Agencies include, but are not limited to the: Council Office, Los Angeles Police Department, Los Angeles Fire Department, Los Angeles Department of Transportation and Metropolitan Transportation Authority.

B. If a determination is made to condition or to deny the permit and that determination is contested by the applicant the One-Stop Special Events Permit Office shall consult with the appropriate affected
agencies/persons opposed to a street closure in an effort to resolve the matter. The protest may or may not result in a Board Hearing.

V. PLANNING MEETINGS AND INSPECTION OF THE EVENT

A. When applicants are planning large-scale events that are expected to have a major impact on the surrounding area, or events that will close several blocks, a planning meeting may be required. This meeting is usually organized under the auspices of the appropriate Council Office. Departments or agencies that may be required to attend the meeting include the: Los Angeles Police Department, Los Angeles Fire Department, Los Angeles Department of Transportation, Metropolitan Transportation Authority and others as needed.

B. The Director of the Bureau of Street Services or the Board of Public Works may require inspection of the event by a Street Services Investigator to insure compliance with all permit provisions and conditions. If inspection is required, a deposit to cover estimated inspection costs would be required 72 hours prior to the event. Any unused fees are adjusted accordingly and returned to the permittee.

VI. APPLICATION PROCEDURES

A. APPLICATION FORM

An application must be submitted to the One-Stop Special Events Permit Office Street Services Investigation and Enforcement Division using the attached application form or by going online at bsspermits@lacity.org.

B. GENERAL LIABILITY INSURANCE REQUIREMENT

Los Angeles Municipal Code Section 41.20 requires all applicants for street closures to obtain insurance coverage to protect the event sponsor and the City of Los Angeles from third party liability for any personal injury or property damage sustained or alleged to result from the issuance of the street closure permit, all applicants must provide proof of general liability Insurance in the amount of $1,000,000 which includes the City as an additional insured.

The City sponsors the Prompt Cover Program which provides liability coverage for short-term special events on City premises or streets. It is available as a service to applicants for street closures. The insurance premium is based on the type of event to be held and the number of persons attending the event. Other factors may also affect the premium.

SUBMITTING PROOF OF GENERAL LIABILITY INSURANCE TO THE CITY OF LOS ANGELES

The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access Track4LA™, the City’s online insurance compliance system at http://track4la.lacity.org and follow the instructions to register and submit the appropriate proof of insurance on your behalf. Track4LA™ uses the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance in electronic format.
Insurance industry certificates other than the ACORD 25 may be accepted. All Certificates must provide a thirty (30) days’ cancellation notice provision (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the City an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the City is an automatic or blanket additional insured. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter. Completed Insurance Industry Certificates other than ACORD 25 Certificates can be sent electronically to the Office of the City Administrative Officer, Risk Management: (CAO.insurance.bonds@lacity.org) or faxed: (213) 978-7616.

Please note that submissions other than through Track4LA™ will delay the insurance approval process as documents will have to be manually processed.

Verification of approved insurance may be obtained by checking Track4LA™ at http://track4la.lacity.org.

NOTE: The street closure cannot occur if approved insurance documentation has not been received by the One-Stop Special Events Permit Office by the designated due date. The proper documentation must be received by 12:00 noon, three (3) working days prior to the event or the application will be denied and the Los Angeles Police Department will be notified that the event is cancelled pursuant to Section 41.20 of the Los Angeles Municipal Code.

C. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The permittee shall sign an agreement to hold harmless and indemnify the City and its Officers, Agents, and Employees against any loss, cost, expense, injury, damage or liability incurred by reason of any personal injury or property damage sustained by any person, caused or resulting from the issuance of this permit. This is a mandatory requirement and no permit will be issued prior to receipt of the Indemnification and Hold Harmless Agreement.

D. PETITIONS/NOTIFICATION

A special event permit application must also include a notification petition. The notification petition must reflect that 51 percent of the residences and/or businesses within the closure area sign to affirm that they were notified of the proposed street closure.

In addition to the petition it will be required that a notification “flyer” be distributed within a two block perimeter of the impacted area notifying the businesses and/or residences of the proposed closure. Notification shall be completed at least 10 days prior to the event for local streets and at least 30 days prior to the event for major/secondary streets or temporary selling activities.

Petitions must be signed by a person owning, leasing, occupying, having charge or control of any lot or premises impacted by the closure.

If the event sponsor property circulates and submits a full true and correct petition with at least 51 percent of the affected residents or businesses affirming that they have been notified of the proposed closure, the petition requirement shall be considered to have been fulfilled.

The petition circulated for signature must be on a City approved form. The form or its language must not be altered.

It is understood that some residents or business persons may remain opposed to the closure. Opposition may be indicated upon the petition notification form and can also be submitted in writing directly to the:

Bureau of Street Services Investigation and Enforcement Division

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER
The Bureau of Street Services will assess the opposition and, if it deems necessary, may refer the permit application to the Board of Public Works for final review and approval.

E. FEES

The issuance of the permit is subject to the payment of the following fees:

1. Street Closure Fees:
   (a) $290.00 application processing fee
   (b) $22.00 permit fee
   (c) $312.00 TOTAL FEES DUE

2. Temporary Selling Activity Fees:
   (a) $216.00 selling activity fee
   $312.00 Street closure permit fee
   $528.00 TOTAL FEES (when selling occurs in conjunction with a street closure)

3. Late Fee:
   (a) $312 late fee if application is submitted within 21 days of the event
   (b) $100 non-refundable processing fee for any changes to an application

4. Barricades
   (a) A $50.00 deposit is required for barricades used at a block party or small event. This amount may be adjusted depending on the number of barricades and size of the event. The deposit is refundable.

5. Additional Fees:
   (a) The above fee schedule are fees only associated with the Bureau of Street Services. The sponsor may incur other related fees from departments such as Department of Transportation, Los Angeles Police Department, Los Angeles Fire Department and any other agency that would have involvement in the event. Those fees will be disclosed to the sponsor as soon as the application is received and processed.

F. FRAUDULENT INFORMATION

Willful submission of inaccurate, false or fraudulent information regarding any aspect of this permit or petition process shall automatically revoke the permit.
VII. CONDITIONS AND REQUIREMENTS

A. PROPERTY REQUIREMENT IN CLOSURE AREA

The applicant for a street closure permit must own, lease or rent property within the proposed closure area, or must provide a signed letter of co-sponsorship from someone who meets those criteria.

B. FIRE LANE REQUIREMENT

A 20-foot free and unobstructed fire lane, extending from the curb and continuing for the entire length of the closure, must remain open at all times, even if tables, booths, bleachers or stages, etc., will be placed in the street.

C. CLEANUP AFTER THE EVENT

The permittee must remove all debris that results from the event. The area will be inspected after the event and an invoice for payment will be sent for any required cleaning that is performed by the Bureau of Street Services. The permittee shall be required to make a cash deposit to assure proper cleaning after the event. The deposit will be returned to the applicant less any costs incurred by the Bureau as a result of the event.

D. FULFILLMENT OF ALL REQUIREMENTS

Several conditions and requirements are inherent in the permit process. If any provisions or Board of Public Works requirements for the permit are not met by 12:00 noon three (3) working days prior to the event, the application for the street closure will be denied and the Los Angeles Police Department will be notified that the event is cancelled.

VIII. TEMPORARY SELLING ACTIVITIES

The Board of Public Works may, in accordance with Los Angeles Municipal Code Section 42.00 issue permits authorizing temporary selling activities on sidewalks, parkways, and roadways in conjunction with a community civic event sponsored and conducted by a nonprofit organization formed for charitable, educational, civic, or other benevolent purposes.

A. DEADLINE FOR SUBMITTING APPLICATIONS

The application for a temporary selling activities permit must be submitted at least 45 days prior to the date of the proposed event.

B. REQUEST FOR A TEMPORARY SELLING PERMIT

The request for a temporary selling activity permit must be initiated in the same manner as a street closure. An application must be submitted using the attached form.

C. CONDITIONS FOR TEMPORARY SELLING ACTIVITY PERMITS

1. Proof of the nonprofit status of the sponsoring organization is required for a Board approved permit.

2. Each permit will be valid for a maximum period of three (3) consecutive days only; two of which shall be a Saturday and a Sunday.

3. A public liability insurance policy must be provided by the sponsor showing coverage in the amount of $1,000,000 for each occurrence.
4. A list of vendors who will be engaged in temporary selling activities at any time during the closure must be submitted to the Street Services Investigation and Enforcement Division. The vendor list must be on a form provided by the Street Services Investigation and Enforcement Division and will be furnished after the application has been submitted.

IX. TRAFFIC CONTROLS

A. BARRICADES

The permittee shall leave a $50 deposit with the One-Stop Special Events Permit Office for all traffic control devices. The permittee shall pickup (from appropriate Street Maintenance Yard or Department General Services Facility), install, and maintain barricades during the entire period of the street closure. The applicant is responsible for properly placed barricades in the roadway. The Bureau of Street Services does not perform this service. All barricades must be returned to the appropriate facility within 72 hours from the end of the street closure. The applicant will be charged for equipment: barricades ($35.00), cones ($7.25), which are lost or returned to the Bureau in a damaged condition above and beyond what would be caused by normal wear and tear. The Street Services Investigator processing the permit will contact the applicant with the address of the Street Maintenance Yard or General Services Facility where barricades may be picked up and returned. Barricades are available for pick up and return, Monday through Friday, 7:00 a.m. to 3:00 p.m.. All facilities are closed on weekends and holidays.

X. OTHER CONDITIONS AND REQUIREMENTS

B. USE OF CLOSURE AREA

The permittee is responsible for restricting the use of the closed public street to the specific purpose for which the closure is approved and for complying with all terms and conditions of the permit.

C. PERMITTEE RESPONSIBILITY

The permittee agrees that the granting of the permit in no way relieves the permittee’s responsibility to obey all City, State and Federal laws and regulations.

D. DAMAGE TO PUBLIC PROPERTY

The permittee may not fasten, drill or bore into the public street, sidewalk or curb to mount or erect tent poles, booth supports, stages or any other appurtenances or fixtures.

E. CHEMICAL TOILETS

The permittee must furnish chemical toilets for the event based on the California State Department of Health Sanitation Guidelines. These guidelines require that one unit be furnished for each 275 women and one unit for each 300 men attending the event. One out of 5 units must accommodate physically challenged individuals. The number of units required may be reduced if toilet facilities are available to the attendees in the area of the closure.

XI. FORMS

A. Application for Street Closure (and/or Temporary Selling Activities Permit)

Applicants should submit the application and all necessary documentation within 45 days.
B. General Liability Special Endorsement

The General Liability Special Endorsement form must be completed by the insurance company and the originals can be sent electronically to (CAO.insurance.bonds@lacity.org). Electronic submission is the preferred method of submitting your documents. Verification of approved insurance and bonds may be obtained by checking the Office of the City Administrative Officer, Risk Management, Insurance & Bonds Compliance System at http://www.lacity.org/cao/risk/index.htm.

C. Indemnification and Hold Harmless Agreement

All applicants must submit an Indemnification and Hold Harmless Agreement.

D. Petition Forms

Applicants should be sure to use the correct City Petition forms.

1. Residential Petition
2. Commercial Petition
3. Temporary Selling Activities Petition

ALL ORIGINAL FORMS MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO EVENT
Procedure for processing Special Event Applications

Create Special Event Portal Log In

Go to www.specialevents.lacity.org
Select “Register” (Located in gray banner at bottom of web page)
Create Log in and password

Once log in has been created and a Role Assignment has been designated, you will begin to receive Notifications from the Special Events portal. The email notifications will come from DoNotReply. New event notifications will state BSS Special Event – New Event in the subject line. Event update notifications will state BSS Special Event – Event Notification in the subject line.

You may access Special Event applications by either selecting the hyperlink within the email notification (if you have not yet signed in to the system, you will have to sign in before you are able to view the application) or conducting a query in the “Search by” dialogue box.

Processing Special Event Applications

When a New Event notification email is received, open the email to determine if the event occurs in your assigned week by checking the event date.