Block Party Permit Guidelines

Application Process:
A block party is an opportunity to get to know your neighbors in a fun, relaxed atmosphere. It is a festive gathering on a residential street requiring temporary closure of a street to vehicular traffic, and the use of the street for the festivity including barbecues, picnics, music, athletics, dancing, and/or games.

If you are planning a block party, the San Carlos Municipal Code provides the framework and guidance for the issuance of Conditional Use Permits within the City of San Carlos. Block Parties and organized community activities held on public property, including parks and facilities, sidewalks and/or street areas that change the typical use of that property require a permit. The permit process is designed to mitigate public inconvenience and minimize risk to the greatest extent possible. Block Party Permits are processed through the Parks & Recreation Department. Please note that not all streets in San Carlos are conducive to block parties. The Block Party Permit process enables staff to work with you in advance of your event date to address any potential challenges to help ensure a successful event.

Application Material:
Applications, including attachments listed below, shall be submitted to the Parks and Recreation Department no later than thirty (30) days prior to the actual event date.

If an application is submitted less than thirty days before an event, the City may be unable to deliver the required City services and/or to authorize the event. Each application must be reviewed by various City Departments which will have an impact on the time required to process the request. City Departments involved with the review process may include: Police, Fire, Public Works, Planning and/or Parks and Recreation.

The application shall be filled out completely. The following items are required to be submitted:

1. Block Party Permit Application – Including estimated attendance, proposed events, and any other relevant information.

2. Petition for Residential Block Party – Including signature of at least one adult occupant from 2/3 of the residences of the street to be closed, agreeing to the street closure. If you are unable to obtain all the necessary signatures, you must provide written documentation to justify the reason. Please use the petition form provided, and make additional copies if necessary.
3. **Site Map** – Showing the location of the property on which the use will be conducted, including location of proposed street closures and related barricades.

4. **Food Truck Proof of Insurance and Proof of Business Registration.** *
   The City requires proof of insurance (general liability and auto) if the truck will be parked on public property, and proof of business registration (showing business can be operated in San Carlos). *

   *Applicant is liable for verifying all required, up-to-date business registration and insurance for all vendors participating in the block party.*

**Guidelines:**
The City requires that Organizers take specific measures to mitigate anticipated impacts on the community/neighborhood, including, but not limited to:

- The applicant shall ensure neighbors are in agreement to hold the block party and close the street to traffic, and shall submit the Petition for Residential Block Party, and;
- All activities associated with this event shall be conducted within the block as identified on the application submitted to the City of San Carlos;
- All sidewalks and right of ways must remain open and clear for public pedestrian access;
- No activities shall be permitted which present a public health, safety, or welfare hazard;
- No excessive noise that disturbs the peace of the neighboring residents or other occupied premises;
- All music shall comply with the San Carlos Municipal Code Noise guidelines;
- Inflatable children’s “Jumpees” if they are to be used, must be placed on private property only and are the responsibility of the homeowner and the resident’s homeowners insurance.

**Recycling Plan**
These activities will help you to prepare for your event while keeping resource conservation in mind:
1. Please consider having a “zero-waste” block party by composting and recycling 100% of the party’s materials.
2. Provide beverages in recyclable containers instead of single-use cups.
3. Choose reusable or recycled products over disposable ones (i.e. instead of paper tablecloths, use vinyl or cloth ones.)
4. Do not let leftover food go to waste! Divide it up amongst your neighbors or visit the Food Waste section of the RecycleWorks Website: www.recycleworks.org/business/foodwaste.html.

**Street Closures**
All street closures require sign off by the City Engineer or their designee. Any closure of public streets will require physical barriers (cones and barricades) to ensure public safety. The Organizer will be responsible for renting and placing barricades in the designated locations by the time specified. Please note that the City does not provide cones or barricades. Barricade rental fees at local businesses are approximately $50 or less.
• A minimum of two cones and two A-Frame Barricades are required for each street closure.
• Barricades and cones must stand a minimum of 28” high. Minimum requirement for barricades shall be Type 1 barricades with 1 reflective panel. Do not substitute other items as barricades.
• For street closures during evening hours, lighted flashers are required on each barricade.
• Someone shall be designated and available to move barricades to provide access in the event that Fire and Police services are needed.
• A continual 15 foot wide path down the street must be maintained for emergency vehicles access.

All requirements of the Fire Department shall be met, to the satisfaction of the Fire Marshal, including but not limited to the special use permit. Applicant shall contact the fire department at 650-780-7400 for any questions that require clarification.

Please see attached Block Party Fire Safety sheet for fire safety standards.

**Duty of Permittee:**
The permittee or sponsor for any special event must:
1. Comply with all terms and conditions of the permit; and
2. Ensure that the person in charge of the event carry the permit issued on his or her person during the duration of the event; and
3. Ensure that the public right-of-way and surrounding area used for the event is cleaned and restored to the same condition or better as existed before the event.

**Information:**
If you have any questions on the Event Application process, please contact:

City of San Carlos  
Parks and Recreation Department  
600 Elm Street, 2nd Floor San Carlos, CA 94070 (650) 802-4421  
vgalea@cityofsancarlos.org  
Fax: (650) 595-6727

Amended: 12/21/16  
6/23/15
**COUNTY/STATE AGENCIES**

Alcoholic Beverage Control, State of California................................. (408) 277-1200
100 Paseo de San Antonio, Rm. 119, San Jose,
95113 [www.abc.ca.gov](http://www.abc.ca.gov)

Alcoholic Beverage Control, State of California................................. (415) 356-6500
71 Stevenson St., Suite 1500, San Francisco, CA 94105

Department of Public Health, San Mateo County ............................... (650) 573-2582
225 – 37th Avenue, San Mateo, CA
94403 [www.co.sanmateo.ca.us](http://www.co.sanmateo.ca.us)

Environmental Health Services............................................................ (650) 372-6200
2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403

**CITY OF SAN CARLOS CONTACTS**

Fire Department................................................................................... (650) 780-7400
755 Marshall Street, Redwood City, CA 94063

South Bayside Waste Management Agency (SBWMA)/Rethink Waste
610 Elm Street, 2nd Floor, San Carlos, CA 94070 ...............................(650) 802-3500
[www.RethinkWaste.org](http://www.RethinkWaste.org)
BLOCK PARTY FIRE SAFETY

The following fire safety standards are required for all block party permits.

PUT AWAY ALL MATCHES, LIGHTERS AND USE CARE WHILE COOKING:

*** Make sure matches and lighters are locked up or with adults.

*** Only use approved outdoor Barbeque Pits.

*** Have a “kid-free zone” of at least three feet around cooking areas.

*** Turn pot handles in, pointing toward the center of the stove to prevent burns.

*** Have a garden hose and/or a portable fire extinguisher at the cooking area.

FIREWORKS:

*** Fireworks are not permitted at any time! They are illegal to possess and/or use.

ACCESS:

*** Access for emergency vehicles must be maintained at all times. Street barricades shall be movable and street monitors shall be present to move them for emergency vehicles.

IN CASE OF FIRE:

*** GET OUT AND STAY OUT IF A HOME IS A BLAZE!

*** STAY CALM AND REPORT THE EMERGENCY TO 9-1-1.

Please contact the San Carlos Fire Department should you have any questions regarding these important fire safety tips. (650) 780-7400.