



# City of Burbank Public Works Department

## APPLICATION FOR PERMIT TO ENCROACH TEMPORARILY ON CITY STREET FOR THE PURPOSE OF HOLDING A SPECIAL EVENT

I/We, \_\_\_\_\_ (name(s)/complete business name) request to lawfully use as  
permittee easement or real property commonly known as (address) \_\_\_\_\_

Streets Involved: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Burbank, California, and hereby apply for a permit from the City of Burbank pursuant to the provisions of Title 7, Chapter 3, Article 7 of the Municipal Code to encroach subject to terms and conditions to be prescribed by the Public Works Director, on the real property owned by and situated in the City of Burbank, County of Los Angeles, State of California, particularly described in exhibits attached (*attach sketch if necessary*):

Number of Days: \_\_\_\_\_ Dates Involved: \_\_\_\_\_ Will alcoholic beverages be served? ☐ Yes ☐ No

For the purpose of : \_\_\_\_\_

I/we understand and agree that any permit/agreement entered into by separate instrument shall be issued and subject to the provisions of Title 7, Chapter 3 and Title 6, Chapter 1 of the Burbank Municipal Code; that such permit/agreement may be cancelled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed immediately; and that I/we are responsible for preparing exhibits of encroachment to satisfy the City of Burbank Public Works Director. Permittee shall provide Bodily Injury Liability and Property Damage insurance in an amount established by the Public Woks Director and the insurance certificate in a form acceptable to the City Attorney.

BY: _____	BY: _____
PRINT: _____	PRINT: _____
TITLE: _____	TITLE: _____
_____	_____
CONTACT PERSON (print)	MAILING ADDRESS
_____	_____
PHONE	CITY/STATE/ZIP

Approval Mandatory If Checked	FOR OFFICE USE ONLY	Attach As Needed	Estimated Expenses
<input type="checkbox"/> <b>P.W. Traffic</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>P.W. Storm Water</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>P.W. Field Services</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>P.W. Recycle Center</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>CDD Redevelopment</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>CDD Planning</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>CDD License &amp; Code</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>CDD Building Official</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>Police Chief</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: _____ _____	\$ _____
<input type="checkbox"/> <b>Fire Chief</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: : _____ _____	\$ _____
<input type="checkbox"/> <b>City Manager's Office</b> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Conditions: : _____ _____	\$ _____

Insurance Expiration Date _____	Deposit \$ _____	Permit No. PW _____
Permit Fee Incurred: \$ _____	Refund \$ _____	Amount Due \$ _____

## **SPECIAL EVENT ENCROACHMENT SUBMITTAL REQUIREMENTS**

- A. Plan showing limits of street closure.
- B. Show in detail types of signs, cones, delineators, barricades, etc., for closing street.
- C. Show all trash receptacles that will be placed for event.
- D. State how streets will be cleaned during and after event.
- E. Provide full schedule for move-in, set-up, street closure, clean-up, and reopening.
- F. Provide list of staff personnel and responsible contacts for all aspects of event.
- G. Provide a traffic control plan for approval by the Traffic Engineer.
- H. Provide acceptable insurance to include separate endorsement naming City as additional insured.
- I. If alcoholic beverages are to be served, provide complete detailed plan showing size and location of designated areas. Provide full details and/or specifications for furniture, serving utensils, etc. to be used. See CDD Planning Dept. for acceptable types.
- J. Provide plans to prevent debris, contaminants, wash water, etc. from leaving the limits of the event or entering the storm drain system. All debris, wash water, etc. should be collected and removed from the site to be disposed of in a manner acceptable to the Public Works Director.
- K. A fee dependent on the amount of city block right-of-way used and amount of attendees, plus a deposit to cover all estimated expenses to be incurred by the City, is required prior to issuance of a permit.

## Special Event Contact List

PW Traffic Div. - Ken Johnson 150 N. Third St. X/ Olive Av. - 3rd Floor	818-238-3965
PW Storm Drain – Eden Lopez 150 N. Third St. X/Olive Av. - 3rd Floor	818-238-3930
PW Field Service -John Molinar 124 S. Lake St. X/ Olive Av.	818-238-3800
PW Recycle Center – Kreigh Hampel 500 S. Flower St.	818-238-3900
CDD Redevelopment – Gail Stewart 150 N. Third St. X/Olive Av. -2nd Floor	818-238-5180
CDD Planning- Patrick Prescott 150 N. Third St. X/Olive Av. -2nd Floor	818-238-5250
CDD License & Code – Kathe Ford 150 N. Third St. X/Olive Av. - 1st Floor	818-238-5280
Police Dept. - Traffic Div. – Lt. Puglisi 200 N. Third St X/Orange Grove Av.	818-238-3100
Fire Dept -Jorge Martinez 311 E. Orange Grove Av. X/ Third St.	818-238-3473
City's Manager Office 275 E. Olive Av. X/Third St.	818-238-5800