

STREET CLOSURE REQUEST

MENLO PARK POLICE

701 Laurel St, Menlo Park, CA 94025 650-330-6300

This request for street closure in connection with a special community event (block party, street fair, parade, etc.) must be completed and received by the Menlo Park Police Department for review at least **10 business days prior** to the date of the event. **A processing fee of \$50.00 must accompany this form.** The Police Department will physically inspect the location and will approve or disapprove the request. If you have further questions please contact Sgt. Prickett at 650-330-6344.

Barricades can be obtained from the Public Works Department for a fee. You must arrange pick up and return to the Corp Yard. Public Works can be reached at 650-330-6780. Any items used to block the street must be moveable.

Date of requested closure: _____ Time of closure - start: _____ end: _____

Location of event: _____

Number of attendees expected: _____ Music: _____ Describe: _____

Purpose of closure: _____

Applicant Name: _____

Applicant Address: _____

Phone (Day): _____ (Evening/Cell): _____

Alternate Event Contact: _____

Address: _____

Phone (Day): _____ (Evening/Cell): _____

1. Have all affected neighbors been notified? Yes___ No ___
2. Has the Menlo Park Fire District been notified? Yes___ No ___ Who: _____

Please attach a map or rough drawing of the route/area showing the location of barricades, parking restrictions and any other relevant information.

Office Use only

Approved: _____ Disapproved: _____ Paid: _____ Notified: _____ Rims: _____

Original: Traffic Sgt/Dispatch Copy: Applicant

Revised 09/01/09