



SPECIAL EVENT ENCROACHMENT PERMIT

Permit No. _____

Receipt No. _____

PERMITTEE	FOR OFFICE USE ONLY
Name:	
Address:	Permit / Inspection Fee:
Telephone	<input type="checkbox"/> Bond Required: Amount
CONTRACTOR	Date Posted:
Name:	Date Released:
Address:	
	Plans Submitted:
Emergency Tel. No.	Office Review By:
State License & Type	Inspected By:
	Acceptance Date:
City License No.	Comments
PERMIT FOR SPECIAL EVENT	<input type="checkbox"/> Plan Attached
Event Location:	
Event Date(s)/Time(s):	
Description of Event:	

SPECIAL REQUIREMENT:

- Traffic Control Plan Required (Must be approved by City Engineer)
- City of Hercules Standard Plans _____
- Other _____

Event shall conclude no later _____ unless an extension is granted by the City Engineer or his authorized representative.

I hereby acknowledge that I have read this application and agree to comply with all the terms and conditions of this permit.

Signature of Permittee / or Authorized Representative

Date

APPROVED: CITY OF HERCULES PUBLIC WORKS DIVISION

City Engineer

Date



SPECIAL EVENT ENCROACHMENT PERMIT

Special Event Encroachment Permit Conditions

1. Permittee shall obtain from the Public Works Division the required barricades, cones, and/or other traffic control devices. Transportation and installation of barricades shall be the responsibility of the Permittee. All barricades shall be returned by the Permittee on the first following business day during City business hours.
2. A copy of the encroachment permit shall be attached to barricades at each entrance to the special event area.
3. Access shall be available at all times for emergency vehicles and all property owners within the special area.
4. The City authorizes blockage of the street within the time stated on the encroachment permit or until 9:00 P.M. Activities after that time may be subject to restriction. This Encroachment Permit may be revoked at any time if the City deems the event a nuisance or hazard.
5. All clean up shall be the responsibility of the Permittee. Should City Personnel be required to provide any clean up; the Permittee shall be responsible for reimbursing the City for all incurred costs.
6. Any destruction of City owned improvements shall be the responsibility of the Permittee. This includes, but is not limited to, landscaping, lighting, street improvements, etc. Should City be required to repair any improvements; the Permittee shall be responsible for reimbursing the City for all incurred costs.



SPECIAL EVENT ENCROACHMENT PERMIT

SPECIAL EVENT REQUEST FORM

Event Location: _____

Property Owners (Print name)	Address	Telephone	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Community Development Approval _____

Police Dept. Authorization _____

Fire Dept. Authorization _____