



# BLOCK PARTY APPLICATION

## APPLICANT INSTRUCTIONS

Twice during the year (July 4th and Labor Day), Costa Mesa residents may request the closing of streets for block parties, pursuant to Title 9, Chapter II, Article 11 ¾ of the Costa Mesa Municipal Code and Resolution No. 04-46. To ensure that your event is a successful one with minimal inconvenience to others, please read the General Rules below and fully complete the attached request form.

### GENERAL RULES:

1. Individuals requesting the street closure must be 21 years of age or older and be a resident of the street to be closed.
2. Block parties and similar events shall be limited to residents and their immediate guests. No “open” parties.
3. Street closures will be limited to six (6) hours in length. In no event shall the street remain closed beyond 10:00 pm.
4. No bounce houses on the street or public rights-of-way.
5. Must permit Fire, Paramedic, and Police access and passage.
6. Street must be left clean.
7. Must be properly barricaded for safety (see Barricade Information sheet).
8. Must permit passage of motorists unless an alternate route is available.
9. No excessive noise or live music.
10. Avoid inconveniences to non-participating neighbors.
11. A copy of the approved Street Closure Permit shall be readily available for inspection by any official of the City of Costa Mesa upon demand.
12. Individuals requesting street closures shall submit proof of liability insurance coverage for the event, along with the completed application package to the City Manager’s office for review and approval by the City’s Risk Manager. The liability insurance coverage shall include the following:  
Commercial General Liability, \$1 million per occurrence for bodily injury, and for property damage, with the City of Costa Mesa named as an additional insured.  
If applicant does not have such liability insurance currently, the City maintains a special event liability insurance program through which coverage can be purchased. If interested in this program to meet the above requirement, please contact Risk Management Division, at (714) 754-5359. An information sheet is attached for reference for on-line services.  
See Certificate of Insurance on page 8 & Waiver and Release of Liability on page 9.
13. Block Party Permits do not approve or authorize parades.

## APPLICATION INSTRUCTIONS - Continued

Labor Day Block Party Permits are due by 5:00 pm on **Wednesday, August 13, 2025**. There will be no exceptions to the posted deadline due to required inter-departmental processing. All applications will be verbally notified of the status of their request by June 23, 2023 and will receive written notification prior to the event. Please retain these instructions and guidelines for future reference. Please note: Your application may be declined due to any Police Department reported at a prior year Block Party permitted event at your location.

### Submission Requirements:

- Application
- Consent Form
- Area Map
- Proof of Insurance

### How to Submit:

1. Email: [SpecialEvents@costamesaca.gov](mailto:SpecialEvents@costamesaca.gov)
2. Mail  
City of Costa Mesa  
Attn: Block Parties - Parks and Community Services  
P.O. BOX 1200  
Costa Mesa, CA 92628
3. In-person at City Hall:  
77 Fair Drive  
Costa Mesa, CA 92626  
(3rd Floor- Parks and Community Services Department)  
Office Hours: Monday through Thursday from 8am-5pm, and every other Friday

Questions, please call Parks and Community Services Department at (714) 754-5300.

**Application Deadline: 5:00 pm. by Wednesday, August 13, 2025**

Thank you in advance for making this a fun and safe holiday event.



## Parks and Community Services Department

### **E-SUBMITTAL BLOCK PARTY PERMIT CHECKLIST AND QUESTIONNAIRE**

Please save and upload PDFs of all required DOCUMENTS and PLANS from the checklist below. All applications and attachments must comply with the E-Plan Submittal Requirements. Labor Day Block Party Permits are due by 5:00 pm on **Wednesday, August 13, 2025**. There will be no exceptions to the posted deadline due to required inter-departmental processing.

All applicants will be verbally notified of the status of their request and will receive written notification prior to the event. Please note: Your application may be declined due to any Police Department report at a prior year Block Party permitted event at your location.

#### **ADDITIONAL INFORMATION**

1. All submissions must comply with the [City of Costa Mesa Municipal Application Policy regarding Block Parties](#) and [Block Party Permit Requirements](#).
2. All block parties are required to submit proof of liability insurance coverage for the event and an area map outlining how the event will properly be barricaded for safety along with the completed application package.
3. Your application submittal will not be distributed to the applicable City departments, nor will your application review period begin if application is incomplete. All additional required documents must also be submitted at time of the application to be deemed complete.
4. All steps must be completed and approved before a permit can be issued.

#### **ADDITIONAL REQUIRED DOCUMENTS**

- [Certificate of Insurance](#)
- [Area Map](#) (*Event layout, traffic plan, barricade locations, and parking arrangements*)
- [Waiver and Release of Liability – Block Party](#)
- [Consent of Residents – Block Party Closure](#)

#### **QUESTIONNAIRE**

1. I understand that a Block Party may only occur with an approved permit on July 4<sup>th</sup> and Labor Day.  
 Yes       No (If no, please contact [SpecialEvents@costamesaca.gov](mailto:SpecialEvents@costamesaca.gov))
2. I understand that there are no exceptions to the posted deadline due to required inter-departmental processing. All applicants will be verbally notified of the status of their request and will receive written notification prior to the event.  
 Yes       No (If no, please contact [SpecialEvents@costamesaca.gov](mailto:SpecialEvents@costamesaca.gov))
3. I understand that an application is subject to denial if any Police Department calls were reported at a prior year Block Party permitted event at proposed location.       Yes       No

# BLOCK PARTY. STREET CLOSURE REQUEST – CITY OF COSTA MESA

**THIS FORM MUST BE RETURNED TO PARKS & COMMUNITY SERVICES DEPARTMENT FOR APPROVAL**

Please complete the following application regarding the event you are proposing:

## APPLICANT INFORMATION

1. LAST NAME, FIRST NAME

2. PHONE NUMBER

3. ADDRESS OF APPLICANT

4. EMAIL ADDRESS

5. NAME OF STREET AND PORTION TO BE CLOSED (PROVIDE RANGE OF ADDRESSES)

## EVENT INFORMATION

6. CLOSURE DATE REQUEST

7. BETWEEN WHAT HOURS? (**Maximum of 6 hours**)

4<sup>th</sup> of July Closure     Labor Day Monday Closure

8. DESCRIBE PLANNED ACTIVITIES

## PLEASE COMPLETE THE FOLLOWING ATTACHMENTS AND INCLUDE WITH THE COMPLETED APPLICATION

9. Area map detailing the places where the barricades will be placed (streets closed) and also showing the access to the area. This allows both the Fire and Police Departments to plan emergency entrances. Also, provide proof of liability insurance coverage as noted on Item 12 of the cover memo.
10. "Consent of Residents" form, showing approval of other residents in the enclosed area. Obtain the required consent from all residents within the proposed closed area. These residents must sign the "Consent of Residents" form. If an individual does not want to be included in the proposed closed area, please honor their request. If the individual contacts the City prior to the event to protest inclusion in the closed area, your block party request may be denied.

Notes:

- The applicant is responsible for obtaining barricades and traffic devices for the street closure. Obtaining the appropriate type of barricades is of vital safety concern for our emergency personnel, as the barricades must be easily removable to allow access for these services. Furthermore, the appropriate barricades provide a safe (free of vehicle traffic) area for both adults and children within the closed area. A list of suggested companies that may be contacted for rental of barricades is attached. The use of inappropriate barricades can cause many unnecessary problems.
- ALL required maps and forms, including proof of liability insurance coverage, must be submitted to:  
CITY OF COSTA MESA  
Attn. Block Parties  
P.O. Box 1200  
Costa Mesa, CA 92628-1200

## APPLICANT AGREEMENT

I, \_\_\_\_\_, the applicant, have read and assume full responsibility for carrying out the General Rules pertaining to this application. Further, I understand that I must follow the attached General Rules pertaining to street closures in the City of Costa Mesa. My block party will be stopped by the Police Department if any violation of these rules occurs during my event.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY STAFF SECTION ONLY - TENTATIVE APPROVAL BY CITY DEPARTMENT:**

|                                |                         |
|--------------------------------|-------------------------|
| POLICE                         | COMMENTS AND CONDITIONS |
| FIRE                           | COMMENTS AND CONDITIONS |
| TRANSPORTATION AND ENGINEERING | COMMENTS AND CONDITIONS |
| RISK MANAGEMENT                | COMMENTS AND CONDITIONS |

**FINAL APPROVAL AND AUTHORIZATION FOR STREET CLOSURE BY:**

PARKS AND COMMUNITY SERVICES DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Brian Gruner

**TRAFFIC CONTROL FOR BLOCK PARTY STREET CLOSURES**

**BARRICADE RENTAL COMPANIES**

Baker Equipment Rentals  
 1151 Baker Street  
 Costa Mesa, California  
 (714) 545-5521

American Barricades  
 2141 S. Dupont Drive  
 Anaheim, California  
 (714) 634-2663

California Barricades  
 1550 E. St. Gertrude Place  
 Santa Ana, California  
 (714) 558-8474

United Rentals  
 2720 So. Orange Avenue  
 Santa Ana, California  
 714-556-0774

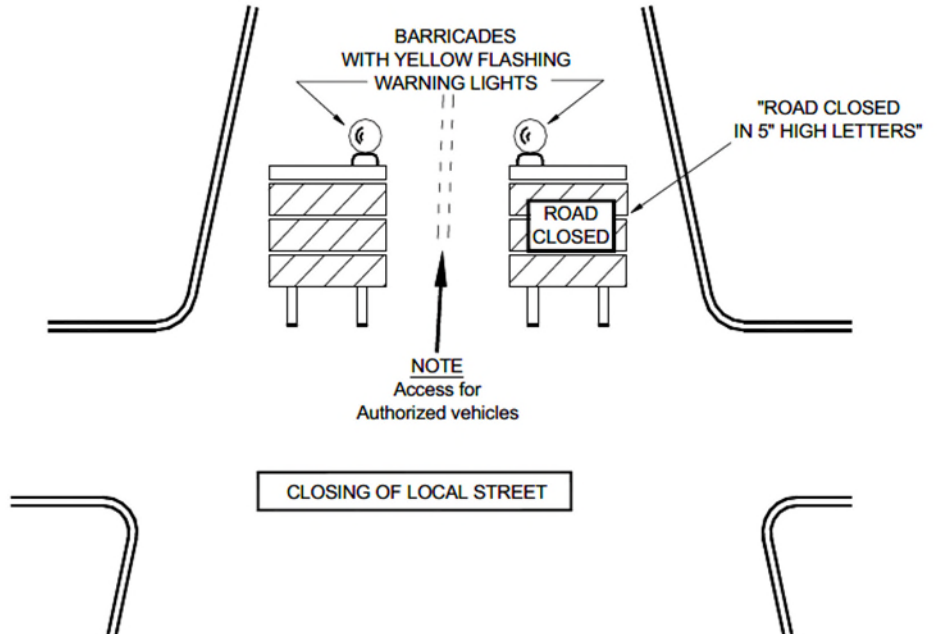
United Rentals  
 16300 Gothard Street  
 Huntington Beach, California  
 714-842-7765

Traffic Control Service  
 1818 E. Orangethorpe Avenue  
 Fullerton, California  
 800-222-8274

**STREET CLOSURES SHALL HAVE BARRICADES PLACED AT EACH ENTRANCE TO THE STREET AS INDICATED IN THE DIAGRAM BELOW**

**NOTE: THESE ARE MINIMUM REQUIREMENTS. CONDITIONS OF THE PERMIT MAY REQUIRE ADDITIONAL BARRICADES DEPENDING UPON SPECIFIC LOCATION.**

\*(See attached Special Requirement if our Police or Fire Departments require additional barricades, due to your location. The City will notify you after application is submitted & reviewed).



**CLOSING OF LOCAL STREET**

# CERTIFICATE OF INSURANCE

## BLOCK PARTY INSURANCE

**JANUARY 1, 2025 to JANUARY 1, 2026**

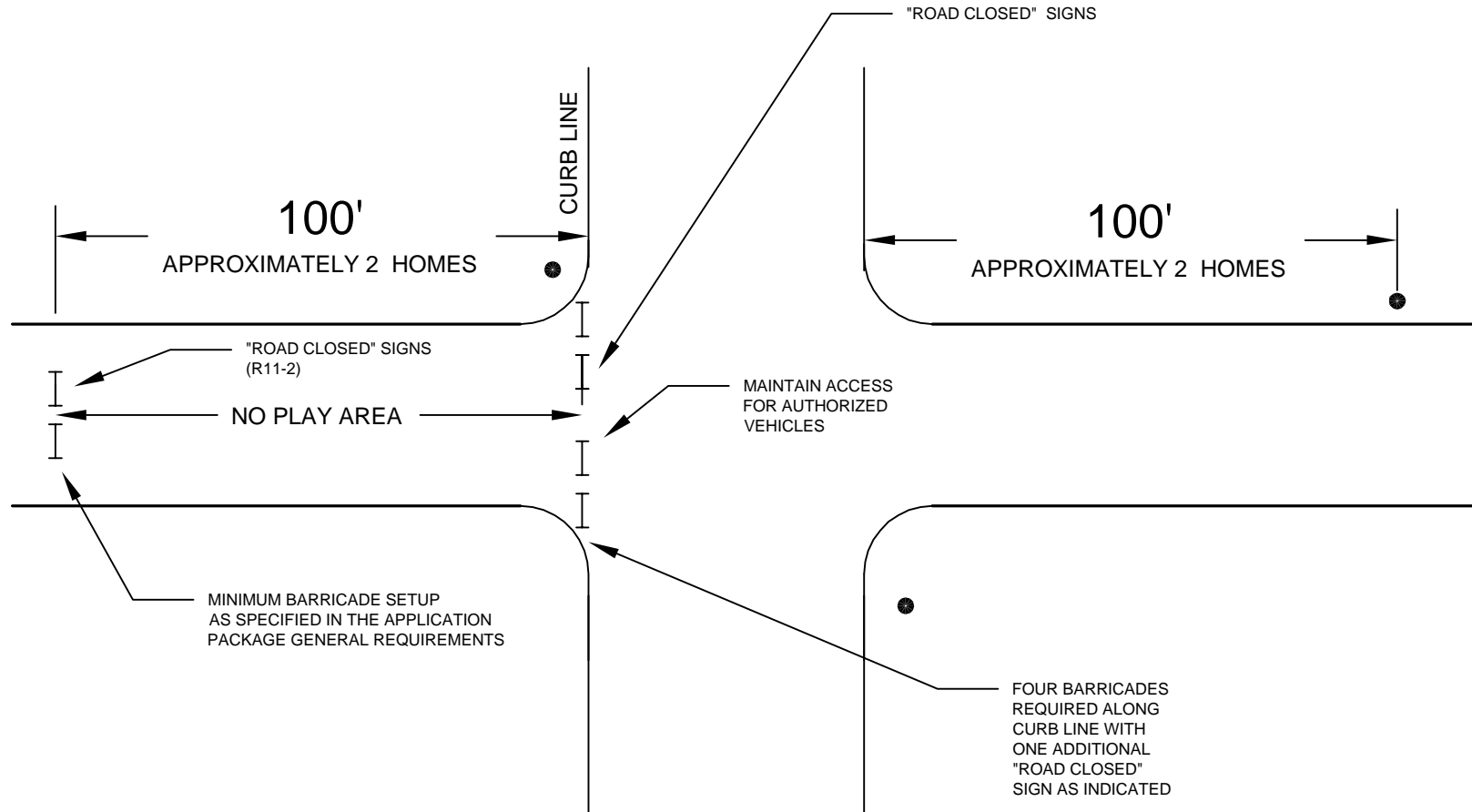
Please follow the instructions below to purchase liability coverage for your block party through the City's program (*Alliant Insurance*). Liquor liability is included in the policy. You do not need to purchase liquor liability separate unless you will be selling liquor at your event. You will need access to the Internet and a credit card to complete the transaction.

- Contact Risk Management Department at (714) 754-5359.
  - Please have the following information on hand:
    - ✓ Event location
    - ✓ Event Start Time
    - ✓ Event End Time
    - ✓ Event Age Groups
    - ✓ Event Description
    - ✓ Yes or No on the following: \*Liquor at event
  - A premium rate will then be generated.
  - Applicant will then reach out to the broker directly to pay for Block Party insurance.
    - ✓ Credit Card payment required

Please contact Risk Management Department at (714) 754-5359 or email [Ruth.Wang@costamesaca.gov](mailto:Ruth.Wang@costamesaca.gov) with any questions or concerns.

Thank you!

# LOCATION \_\_\_\_\_



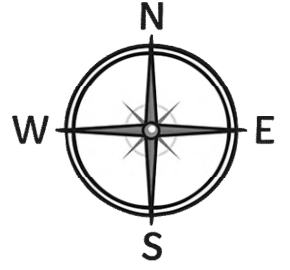
**NOTE: FLASHING YELLOW WARNING LIGHTS  
ARE REQUIRED ON ALL BARRICADES**



**CITY OF COSTA MESA**  
Traffic Control for Block Party Closures  
**SPECIAL REQUIREMENTS**

# AREA MAP

LOCATION: \_\_\_\_\_



**WAIVER AND RELEASE OF LIABILITY – BLOCK PARTY**

I \_\_\_\_\_ (print name) am the applicant and responsible person for the Block Party Closure to be held on \_\_\_\_\_(date) at \_\_\_\_\_(location) in Costa Mesa, California.

I hereby assume any and all risks associated with the event including but not limited to injuries sustained by participant(s) arising out of strenuous physical activity or exertion; striking or being struck by objects, vehicles or persons; uneven or defective roadway surfaces; exposure to heat, cold or humidity.

I appreciate and voluntarily elect to accept all risks connected with the event and any property directly adjacent or appurtenant to the event location.

I hereby for myself, my heirs, or anyone who might claim on my behalf agree not to bring any claim against the City of Costa Mesa and waive, release and discharge the City of Costa Mesa, its officers, agents and employees from any and all liability for personal injury, death or property damage including liability arising out of negligence of the City of Costa Mesa or its officers, agents or employees. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

I have read the foregoing and certify my acceptance of the above provisions by my signature on this date, \_\_\_\_\_ (date).

\_\_\_\_\_  
Applicant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name





