
POLICIES ON ENCROACHMENT PERMITS FOR EVENTS AND BANNERS

In an effort to streamline our permit process for encroachment permits for events and banners placed on State Highway 233 (Robertson Blvd.) and City Streets the City is asking all service clubs, groups, and organizations for their cooperation in the application process.

As you may be aware Robertson Blvd. is a State Highway, therefore regulated by the California Department of Transportation (Caltrans). In order for the City to approve events and banners on Robertson Blvd. the applicant must first submit the following documents **60 days** prior to hanging the banner or conducting the event:

- A completed application along with \$30.00 application fee.
- Proof of Insurance for General Liability in the amount of \$1,000,000, also added as additional insured the City of Chowchilla.

Also, please be aware of the following requirements for banners/decorations:

- Banner shall be no longer than 32' feet in length.
- All banners are required to have air vents.
- Banner shall not contain private advertising nor be of a political nature.
- Banner may not be placed more than two weeks prior to the event and shall be removed 72 hours after the event.
- Banner must be made of substantial material, such as cloth, canvas and plastic.
- Contact the Chowchilla Police Dept. before banner is being installed/removed so they can provide traffic control.
- Contact the Community and Economic Development Dept. informing them of the time and date that the banner will be installed.

Requirements for Special Events and Parades:

- If a new request it will be subject to City Administrator and Police Department review and approval.
- Annual request will require annual review of parade/event route details with appropriate map.

Once all required documents have been received the Community and Economic Development Dept. will submit the application(s) to the City Administrator and/or City Council and Chowchilla Police Dept. for review and approval, then to Caltrans and the California Highway Patrol.

A copy of your approved permit will be forwarded to your organization upon approval from Chowchilla Police Dept., Caltrans, California Highway Patrol and the City Council. By following these guidelines we can avoid unnecessary delays and your application can be processed in a timely and effective manner.

For your convenience we have attached an encroachment permit application for your next event. Remember if your organization is planning an annual event we would appreciate your information as soon as the date is scheduled, processing earlier is better.

The City greatly appreciates your organizations contributions to our community and wishes you continued success in future events.

If you have any questions or require assistance in completing your application please do not hesitate to contact Janene Hicks in the Community and Economic Development Department at (559) 665-8615 ext. 410 for more information.

Name of Organization: _____
 Address of Organization: _____
 Applicant's Name: _____
 Applicant's Position: _____
 Telephone Number: _____ Email: _____
 Name of the Event: _____
 Date of Function: _____ Time of Function: _____
 Beginning Point of Function: _____
 Route of Function: _____
 End Point of Function: _____
 Number of Estimated Participants: _____ Spectators: _____
 Responsible Supervisors at Function: _____

Indicate which of the following will be in use:

Vehicles: Yes No Types: _____
 Walkers: Yes No Types: _____
 Other Types: _____

Name of Insurance Company: _____
 Type of Coverage: _____
 Amount of Coverage: _____

Failure to comply with the regulations governing control of the activity shall be just cause for the City of Chowchilla to refuse activities. I agree to abide by all rules and regulations of the State of California and the City of Chowchilla regarding the use of the area. The following information is correct to the best of my knowledge.

Applicant Signature _____ Date _____

POLICE DEPARTMENT USE BELOW THIS LINE

Background check of Organization: Yes No Past Problems: Yes No

Comments: _____

Number of Police Personnel Required for Function: _____ On Duty: _____ OT: _____

Permit Status: Approved Denied Date: _____

Approved by: _____ Title: _____