



**Vacaville Police Department
Traffic Unit
Block Closure Guidelines and Procedures**

(707) 449-5432
660 Merchant St., Vacaville CA

The City collects a fee of **\$29.00** for processing each street in a block closure permit. If you are having a block party and all activities will take place in your yard or driveway, you do not need to close down the block, nor do you need a permit.

Submit the following to our Crime Prevention Coordinator (You may also use our Block Closure Petition):

1. A request is writing with the name of the street you want closed. Please indicate the intersection(s) that may also be affected by the street closure. Also, please list the addresses where the street will be closed; e.g., from 300 Edison Avenue to 390 Edison Avenue.
2. State the date/time of the closure and purpose for the closure.
3. Below the statement of facts you must have the street addresses in numerical order and a signature by each address of all those residents who will be AFFECTED by the closure. This must include ALL homes within the closure and **reasonably surrounding area(s) that commonly use the proposed closed roadway for egress to their home.**
4. The fee, payable to the City of Vacaville, **MUST** accompany your request.

Submit your request at least three (3) weeks before your event. Please allow ample time for us to verify that all required signatures have been secured by you.

If the closure is approved you will receive an "acceptance" letter from the Vacaville Police Department. You must remind all affected neighbors a week in advance by a flyer about the closure.

****YOU WILL BE RESPONSIBLE FOR CLEANING UP THE AREA AFTER THE EVENT**
– Any cost to the city associated with the clean up of your event or repairs to city property will be billed to you.

****CITY ORDINANCE 9.60.010 PROHIBITS CONSUMING ALCOHOLIC BEVERAGES ON PUBLIC STREETS, SIDEWALKS, AND PARKING LOTS.** Any violation of this ordinance will be subject to citation.

For further information, please contact Gretchen Ash at (707) 449-5432.