



CITY OF WILLOWS STREET USE POLICY AND PERMIT APPLICATION

Use Policy Overview

City streets, sidewalks, alleys, and public parking areas are maintained for public access and transportation purposes. Temporary use or closure of these areas may be permitted for community events, construction activities, or other approved purposes.

A Street Use Permit ensures that:

- The public is notified of temporary closures or restricted access.
- Public safety and traffic control measures are in place.
- Nearby residents and businesses are protected from unnecessary disruption.
- Public property is used safely and responsibly.

Permit Requirement

A permit is required before using or temporarily closing any portion of a City street, sidewalk, alley, lot, or public parking area for:

- Community events,
- Private gatherings,
- Construction or utility work, or
- Activities that restrict normal public access.

Permits must be approved by the City of Willows prior to the start of the activity.

Permits are **non-transferable** and may not be modified, altered, or reassigned without prior written approval from the City. The permit holder must notify the City immediately of any cancellations or changes to the approved activity.

If the proposed activity includes the use of a City park in addition to any street, sidewalk, alley, or public parking area, a separate Park Use Permit is required. Approval of a Street Use Permit does not constitute approval for park use. Failure to obtain all required permits may result in denial, suspension, or revocation of the permit.

Application Process

Applications will only be accepted with:

- A completed permit application.
- A signed Hold Harmless Agreement.
- A map showing the event location, route (if applicable), and proposed barricade placement.
- A Certificate of Insurance meeting City requirements.
- Proof of any additional permits required for food, alcohol, or special activities.
- All applications must be submitted in person to:

Civic Center – 201 North Lassen Street, Willows, CA 95988

Monday through Thursday, 8:00 AM – 5:00 PM

Applications will be reviewed by City staff and approved, conditionally approved, or denied by the Community Development & Services Director.

If revoked for violation or false information, no refund or reimbursement shall be owed.

If an application is denied or conditions are disputed, the applicant may appeal the decision to the City Council, whose decision shall be final. Appeals must be submitted in writing to the City Clerk within ten (10) calendar days of the decision.

Application Deadlines

- Applications must be submitted at least 30 days before the event.
- Applications received less than five (5) business days before the event may not be processed.
- Late applications may lose the right to appeal denial.

Application Priority

- Applications are processed on a first-come, first-served basis.
- City-sponsored events receive priority.
- The City may cancel a previously approved permit at any time due to scheduling conflicts, municipal necessity, public safety concerns, or other operational needs as determined by the City.

Insurance Requirements

Applicants using City streets, sidewalks, alleys, and public parking areas are required to provide General Liability Insurance for the event with minimum coverage of:

- \$1,000,000 per occurrence,
- \$2,000,000 aggregate,
- \$1,000,000 liquor liability (if alcohol is sold),
- \$5,000 medical payments, and
- \$50,000 fire legal liability.

The City may require different or additional coverage depending on the nature of the event, including auto liability, workers' compensation, or higher limits as warranted.

The insurance must name the **City of Willows, its officials, employees, and volunteers** as additional insured and must be primary coverage.

Proof of insurance must be submitted and approved prior to permit issuance.

Permit Holder Responsibilities

The permit holder must ensure that all traffic control measures comply with applicable laws, and any violations may be subject to enforcement.

The permit holder must:

- Limit activities to those described in the approved permit,
- Maintain safe access to nearby homes, businesses, and adjacent properties unless otherwise approved,
- Provide traffic control, restrooms, and trash receptacles if required,
- Comply with all City, State, and Federal laws, and
- Clean the site and remove all materials at the conclusion of the event.

Failure to restore the area to its original condition may result in additional fees or forfeiture of any required deposit.

The permit holder may be held financially responsible for any damage to City property resulting from the permitted activity.

All costs associated with the permitted activity, including but not limited to traffic control, security, sanitation, and cleanup, shall be the responsibility of the applicant unless otherwise approved in writing by the City.

The City reserves the right to inspect permitted activities at any time to ensure compliance with permit conditions and applicable laws. The City may deny, suspend, revoke, or impose additional conditions on a permit if the applicant provides false information, fails to comply with permit conditions and/or maintain required insurance, violates applicable law, or if the permitted activity presents an immediate risk to public health, safety, or welfare.

Indemnification

The permittee shall defend, indemnify, and hold harmless the City of Willows, its officers, officials, employees, agents, and volunteers from and against any and all claims, damages, losses, liabilities, and expenses, including attorney's fees, arising out of or related to the permitted activity, except to the extent caused by the sole active negligence or willful misconduct of the City.

Food & Beverages

The sale or distribution of food and beverages in conjunction with an event is subject to all applicable County and State public health regulations. It is the responsibility of the permittee to obtain any required approval or permits from the appropriate health authorities.

If alcoholic beverages will be sold or served, the permittee must obtain all required permits from the California Department of Alcoholic Beverage Control (ABC) prior to the event.

Prohibited Activities

The following activities and items are not allowed on City streets, sidewalks, alleys, parking areas, or other public property unless specifically approved by the City, including but not limited to:

- Glass beverage containers,
- Street or sidewalk markings,
- Vehicles in restricted public areas or Parks,
- Activities not listed in the approved permit, and/or
- Temporary chalk markings.

Special Requirements

As determined by the City based on the size, location, and nature of the event, the City may require:

- Extra Security or Traffic Control Staff,
- Fire/Ambulance services,
- Additional signage, barricades, or safety measures,
- Restroom and sanitation facilities,
- Trash and recycling services, and/or
- A refundable deposit for cleanup or repairs.

Posting of Permit

A copy of the approved permit application shall be posted at the location of the activity or kept in the possession of the designated contact person while access is restricted.



STREET USE PERMIT APPLICATION

Organization/Applicant Name: _____

Type: ☐ Community Group ☐ Non-Profit ☐ Business ☐ Contractor ☐ Gov. Agency ☐ Other: _____

Contact Person: _____

Phone: _____ **Email:** _____

Event Name or Project Description: _____

Type of Activity: ☐ Community Event ☐ Private Event ☐ Construction/Utility ☐ Other: _____

Activity Description: _____

Activity Location: _____

Proposed Street, Sidewalk, and/or Lot Closure (Attach Map): _____

Requested Date(s): _____ **Start Time:** _____ **End Time:** _____ **Estimated Attendance:** _____

Will Food be served? ☐ Yes ☐ No If Yes, complete: **Health Permits obtained or pending?** ☐ Yes ☐ No

Will Alcohol be served/sold? ☐ Yes ☐ No If Yes, complete: **ABC Permit required?** ☐ Yes ☐ No ☐ N/A

Will there be amplified or unusual noise? ☐ Yes ☐ No If yes, describe source (music, DJ, speakers, etc.): _____

Will vendors be participating? ☐ Yes ☐ No **Will items be sold or distributed?** ☐ Yes ☐ No If yes, list items: _____

Will any portion of a City park be used? ☐ Yes ☐ No If yes, a separate City Park Use Permit is required.

Applicant Agreement:

I agree to comply with all City of Willows rules and conditions governing the use of public streets, sidewalks, and public property. I accept full responsibility for the event or activity described in this application.

I understand that I am responsible for obtaining all required permits and approvals, including but not limited to health permits and permits from the California Department of Alcoholic Beverage Control if alcohol is sold or served.

I agree to maintain the area in a safe condition, provide required traffic control and sanitation, and restore the area to its original condition upon completion of the event. I acknowledge that failure to comply with permit conditions may result in permit revocation, additional fees, or liability for damages.

I understand that the City of Willows may revoke or suspend this permit at any time if conditions, laws, or safety requirements are not met. The City shall not be liable for any costs, expenses, or damages incurred as a result of such revocation or suspension.

I agree to defend, indemnify, and hold harmless the City of Willows as required by the Street Use Policy.

Signature: _____ **Date:** _____

THIS SECTION IS TO BE COMPLETED BY CITY STAFF. STREET PERMIT IS NOT VALID UNLESS SIGNED!

Reviewed By:

INITIALS REQUIRED BY THE FOLLOWING POSITIONS BELOW FOR APPROVAL:

	Superintendent of Public Works
	Glenn County Sheriff's Department
	City Clerk

Documents Provided:

	Hold Harmless Agreement
	Map of location, route, and/or barricade placement
	Certificate of Insurance
	Additional Permits as required: Food, Alcohol, Business License, Park Permit, Other _____

Explanation of needs and/or requirements:

	No Street closures shall be allowed other than those approved by this permit.
	Event Organizers shall abide by all vehicle codes and laws pertaining to use of City Streets.
	No vehicles will be allowed in any City Park without written permission from the Community Development & Services Director.
	All sidewalk areas shall remain open to foot traffic and no detours will be allowed without an approved plan submitted with this application.
	Event Organizers shall be responsible for placing and removing barricades if such are provided by the City of Willows for this event.
	No additional markings on City streets shall be allowed without written permission from the Community Development & Services Director; any markings shall be white chalk only.
	Event Organizers shall clean up the area after the event and return all keys to the City Clerk on the next business day.
	Event Organizers shall provide extra bathrooms and hand-washing facilities as required by the City.
	Number of bathrooms and hand-washing stations needed: ① ② ③ ④
	Event Organizers shall provide garbage disposal in the form of extra cans or a dumpster sufficient in size to handle all the associated refuse from the event as required by the City.
	Number of dumpsters needed for this event: ① ② ③ ④

-----TO BE FILLED OUT BY COMMUNITY DEVELOPMENT & SERVICES DIRECTOR-----

Authorizing Signature:

	Your event has been approved.
	Your event has been approved with special conditions:
	Your event has been denied.

Community Development & Services Director

Date



HOLD HARMLESS AND RELEASE

In consideration of the City's acceptance of my application for the use of and/or participation in the following:

(Event or Activity)

I, _____ on behalf of _____
(Applicant Name) (Organization, if applicable)

hereby waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I and/or the above-named organization and our guests may have, or which hereafter accrue to me and/or the above-named organization and our guests, against the City as a result of using City property or participating in this event or activity. This release is intended to discharge the City, its officers, officials, employees and volunteers, and any other involved municipalities or public agencies from and against any and all liability arising out of, or connected in any way with, the use of City property or participation in this event or activity, even though that liability may arise out of the negligence or carelessness on the part of persons or cities mentioned above.

I further understand that accidents and injuries can arise out of use of City property and participation in this event or activity; knowing the risks, nevertheless on behalf of myself, the organization, and our guests, I hereby agree to assume those risks and to release and hold harmless all of the persons or agencies mentioned above whom (though negligent or careless) might otherwise be liable to me (or my heirs or assigns), the organization, and our guests for damages. It is further understood and agreed that this waiver, release, and assumption of risk are to be binding on myself, the organization, our guests, heirs, and assigns.

I further agree to defend, indemnify, and hold harmless the City of Willows, its officers, officials, employees, agents, and volunteers from and against any and all claims, damages, losses, liabilities, and expenses, including attorney's fees, arising out of or related to the permitted event or activity, except to the extent caused by the sole active negligence or willful misconduct of the City, to the fullest extent permitted by law.

Applicant's Signature

Date

Printed Name