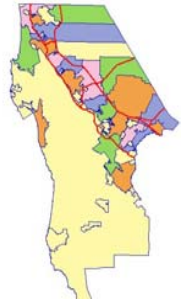


The following contact information is provided to assist you with planning an event that spans across cities :

County of San Mateo	650-363-4103
Town of Atherton	650-752-0500
City of Belmont	650-595-7413
City of Burlingame	650-558-7200
Town of Colma	650-997-8300
City of Daly City	650-991-8000
City of East Palo Alto	650-853-3100
City of Foster City	650-286-3200
City of Half Moon Bay	650-726-8270
Town of Hillsborough	650-375-7400
City of Menlo Park	650-330-6600
City of Millbrae	650-259-2334
City of Pacifica	650-738-7300
Town of Portola Valley	650-851-1700
City of Redwood City	650-780-7000
City of San Bruno	650-616-7058
City of San Carlos	650-802-4100
City of San Mateo	650-522-7000
City of S. San Francisco	650-877-8518
Town of Woodside	650-851-6790
CalTrans	510-622-0724
CHP –Local	650-369-6261



Unincorporated San Mateo County (Areas in Yellow)

Ask for contact information to local community groups who may have volunteers willing to assist, or may have information regarding other events in your area. A partial listing can be found at County of San Mateo Department of Public Works website.

General Guidelines

Before the Event

- Plan Event
- Where will this Event be held
- Estimate number of participants
- Estimate number of spectators
- Estimate number of volunteers
- What route will be needed
- Will parking be required
- Will vendors be required
- Special Communications Devices
- Who will clean up
- Who will help with emergencies

- Contact local agencies
- Contact local community groups

Need to advertise event

Who will share in the costs

Day of the Event

Setup

- Check in point for:
- Event Coordinators
- Participants
- Public

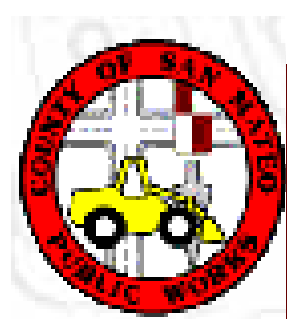
Takedown

Day after the Event

- Remove Posters
- Cleanup Debris
- Debrief and Evaluate
- Start Planning for Next Year

Environmental Health
650-372-6200

Encroachments and Permits
455 County Center
Redwood City, CA 94063
Phone: 650-363-1852 or 650-363-1822
Fax: 650-363-4849



If you are Planning a Special Event On Roads in the Unincorporated Areas of San Mateo County...

....You May Need a Temporary Street Closure Permit.

As you well know, a big event takes a lot of planning and coordination. To aid you with planning a successful event, we have prepared this brochure to outline some requirements by the County's various departments, and other local agencies that you may need to consider to ensure that your event is held in a manner that is safe for your participants, spectators, and the communities in which you are holding this event.



County of San Mateo Ordinance 7.02.010 Highway Closures.

"The Director of Public Works may temporarily close County highways for parades, celebrations and other purposes for the protection of the public."

If you are planning a road race, street carnival, parade, or other event, it is important to obtain a Temporary Street Closure permit from the Department of Public Works.

As part of the Temporary Street Closure Permit, staff will be asking that you contact the following agencies as well:

- The local office of the California Highway Patrol (CHP), County Sheriff, and/or Local Police Departments to help assist with traffic control barricades, and crowd control as required.
- Environmental Health: if you are planning to serve food a permit will be required

- CalTrans: if your event is on a state highway (any road with an assigned route number), you will need permission to use the highway for this event from the State Department of Transportation.
- Notifications: Contact local community groups regarding your event. They can be helpful in providing information that can assist you in planning a successful event. For Events in the following areas:

South Coast and Rural Contact:
Pescadero Municipal Advisory Council (PMAC) www.pescaderocouncil.org

North Coast or Midcoast Urban Areas:
Midcoast Community Council (MCC)
<http://mcc.sanmateo.org/home.php>

North Fair Oaks Area Contact:
North Fair Oaks Council (NFOC)
2500 Middlefield Rd.
Redwood City, CA 94063

A partial list of other local advisory councils may be found on the County of San Mateo Department of Public Works Website.

When should you apply for a permit?

- Contact us as soon as you are certain that you would like to have an event. That way you will have enough time to plan and coordinate your event.

Typical permits that you would need are:

- **Public Works:**
 - Road Closure Permit
 - Encroachment Permit

- **Environmental Health:**
 - Temporary Event Permit—Coordinator
 - Temporary Event Permit—Vendors
- Plus reviews from the CHP and Sheriff's

Are there fees associated with these permits?

Yes. Fees schedules are available on line at the various agencies and departments.

If I am planning an event that will not require the street to be closed, will I still need a permit?

Perhaps not. We would still encourage you to contact us to determine if there are other permits which you may require such as:

- Encroachment permit
- Transportation permit
- Or permits from other agencies

Our goal is to help you have a event that is both safe for your organizers and participants while also being respectful of the community at large and the local residents that share the roadways with you.

When using the road, please observe the 3 C's: Be Courteous, Considerate, and Conscious of the Environment.

"California Vehicle Code Section 21200. (a) Every person riding a bicycle upon a highway has all the rights and is subject to all the provisions applicable to the driver of a vehicle by this division."