

Barricade Request Instructions

As of July 1, 2014, Public Works Department requires a \$100 deposit for the use of City-owned barricades for block parties and private events held on City streets. Applicants must pick-up barricades from the Public Works Service Center and return them within three days of their event. If the applicant would like the Public Works Department to provide delivery and return services then they must pay a \$60 fee.

To receive barricades:

1. Complete and submit a block party application to the San Leandro Police Department.
http://www.sanleandro.org/residents/block_parties.asp
2. Complete a [Street Barricade Request Form](#) and submit the form and \$100 deposit check to the Public Works Department no later than three business days prior to the event. Note the event permit number on the barricade request form. If the event is on a weekend then the form must be received the Public Works Department by the Wednesday prior to the event. Provide a separate check for \$60 for pickup and delivery services by the Public Works Department. The \$60 service fee is non-refundable.

The application and check(s) can be mailed or delivered to:

City of San Leandro, Public Works Department
14200 Chapman Rd
San Leandro, CA 94578
Business Hours: Monday – Friday, 7:00 a.m. – 3:30 p.m.

3. **Contact the Public Works Department at 510-577-3440** to arrange for pick-up or delivery services of barricades. If the event is on a weekend, barricades may be received by the applicant on Friday and returned to the Public Works Department on Monday unless other arrangements are made. The applicant may not receive the barricades unless the Public Works Department has a barricade request form and deposit/payment check(s) on file.
4. If the applicant pays for delivery/return services, the barricades will be delivered and picked up from the address listed under Applicant Information on the Barricade Request Form. Under no circumstances will barricades be delivered or picked-up from other locations. If the barricades are not available to the Public Works Department at the scheduled pick-up time, then the applicant may be asked to return them to the Public Works Department within three days.
5. Once the Public Works Department has received all barricades, in good condition, the \$100 deposit check will be returned to the applicant. The Public Works Department charges \$34 per barricade for any broken or unreturned barricades.