

GOOD NEIGHBOR POLICY

PURPOSE

The purpose of the Good Neighbor Policy is for the Special Event Applicant to act as a 'Good Neighbor' by **notifying** all properties affected by the Special Event so that they are aware of event and may make plans accordingly for the day.

WHO MUST COMPLY

Any Special Event held within the public right-of-way that requires an Encroachment Permit & Traffic Control Plan. Public Right-of-way is defined as street, sidewalk, alleyway, on-street parking spaces and/or public parking lot. Note: Compliance does not guarantee approval of an Encroachment/Street Closure Permit; other factors such as impact on traffic flow and public safety are also considered.

PROCESS

OPTION A -Standard Notification Process - Applicants who submit their application for a Special Event Encroachment Permit and required items (Traffic Control Plan and Flyer) *less than 2 months prior* to the day of their event shall be required to follow the Good Neighbor Standard Notification Process.

Applicant's Responsibilities

- Provide (8 ½" x 11") flyer detailing event. See example [FLYER](#). Flyer shall include all the following items:
 - Front Side -Name of event; brief description such as parade, rally, etc.; day of week and date; time; location; contact name & phone number; and City of Visalia calendar webpage address for more information.
 - Back Side – Route Map and/or Location Site Map.
- Distribute flyer to all properties directly and indirectly affected by event one month to two weeks prior to event. [FLYER](#) required to be submitted for City approval prior to distribution.
- Circulate the [GOOD NEIGHBOR PETITION](#) for signature of all properties directly impacted by event one month to two weeks prior to event. Petition required to be submitted for review by City a minimum of 2 weeks prior to event. Sixty percent of all properties affected must be in favor of event.
- Depending on type of event, day and time, some properties (e.g. church, school, hotel, etc.) may be severely impacted by the event. At the discretion of the City Engineer, some properties may require a letter stating that they have been adequately notified in lieu of signing the Good Neighbor Petition.
- Answer any questions the public may have regarding event.

City's Responsibilities

- City staff to assist Applicant in identifying properties directly and indirectly impacted.

OPTION B - Streamlined Notification Process – Available to those Applicants who submit their application for a Special Event Encroachment Permit (including Traffic Control Plan and Flyer) *at least 2 months prior* to the day of their event. This streamlined process is in lieu of the Standard Notification Process.

Applicant's Responsibilities

- Provide (8 ½" x 11") flyer detailing event. See example [FLYER](#). Flyer shall include all the following items:
 - Front Side -Name of event; brief description such as parade, rally, etc.; day of week and date; time; location; contact name & phone number/email address; and City of Visalia calendar webpage address for more information
 - Back Side – Route Map and/or Location Site Map.
- Distribute flyer to all properties directly and indirectly impacted by event one month to two weeks prior to event. [FLYER](#) required to be submitted for City approval prior to distribution.
- Depending on type of event, day and time, some properties (e.g. church, school, hotel, etc.) may be severely impacted by the event. At the discretion of the City Engineer, some properties may require a letter stating that they have been adequately notified.
- Answer any questions the public may have regarding event.

City's Responsibilities

- Post on City website's Special Event Calendar 45 days in advance of event.