



CITY OF
TORRANCE

COMMUNITY DEVELOPMENT DEPARTMENT

MICHELLE G. RAMIREZ
COMMUNITY DEVELOPMENT
DIRECTOR

Dear Torrance Resident,

Thank you for your interest in a **Temporary Street Closure Permit**. The Community Development Department administers the processing of these permits, in cooperation with the City's Police, Fire, Public Works Departments and City Manager's Office.

Enclosed is an application for a Street Closure Permit, as well as a copy of the City Code Sections that govern temporary street closures. Please take a moment to read the application and the Code sections carefully.

Upon completion of the application, please return it, in person or by mail, to the City of Torrance, Community Development Department, 3031 Torrance Boulevard, Torrance, CA 90503. **Completed applications must be filed no less than 30 days prior to your event.**

A filing fee of \$103 (as of July 1, 2025) and proof of liability insurance shall be submitted along with the temporary street closure application.

After review by the concerned departments, the Community Development Director may give approval of the requested closure, subject to the rules and provisions contained in the governing Code sections.

Applications for permits in conflict with the governing Code will be denied or amended by special provisions to conform to the Code. Furthermore, applications may be denied if any of the concerned departments (Community Development, Fire, Police, Public Works, City Manager's Office) find in their judgment that the requested street closure would have a negative impact on the public health, safety and welfare. Permit denials or conditions may be appealed by emailing the Torrance Traffic Commission, Public Works Department at TrafficCommission@TorranceCA.gov at least three weeks prior to the permit effective date.

Please contact the Community Development Department with your questions or comments at (310) 618-5990.

Sincerely,

Michelle G. Ramirez
Community Development Director

Attachments: TMC Sections 39.1.1-39.2.6 and 61.6.30 (5/02)

APPLICATION FOR TEMPORARY STREET CLOSING PERMIT

COMMUNITY DEVELOPMENT DIRECTOR
CITY OF TORRANCE
COMMUNITY DEVELOPMENT DEPARTMENT
3031 TORRANCE BOULEVARD
TORRANCE, CA 90503

DATE: _____

I, the undersigned, having read and understood the City of Torrance Municipal Code Sections [61.6.30](#), and [Chapter 9](#) of Division 3, do hereby petition for the closure of

_____ between _____
(Street Name) (Cross Street)

and _____
(Other Cross Street) (addresses at both ends of proposed street closure)

on _____ from _____ to _____ for the purpose of _____
(Date & Day of Week) (Time) (Time) (Detailed Description)

I estimate that there will be _____ people participating.

Entertainment will consist of _____

I agree to comply with the provisions of the governing City Code and regulations and any other special conditions imposed by the City as listed below.

I certify that the list of affected residents/property owners appearing on the following page(s) of this application, or attached, includes all parcels of property abutting the affected street.

I, _____, _____, _____
(Name in Print) (Address/Zip Code) Telephone

as applicant for the event and in accordance with City Policy, agree to be personally responsible for obtaining the permit for the street closure; and furthermore, I certify that I am 21 years old or older, and agree to:

1. Personally notify the Fire (310) 781-7042 and Police (310) 328-3456 Departments at the time when the barricades are placed AND when they are removed.
2. Supervise the placement and removal of the barricades, to be in place only during the approved time and to be removed within one hour after the conclusion of the event.
3. Assure that all necessary clean-up of streets and adjacent properties is performed.

Signature of Applicant

*****NOTE: NO APPLICATION WILL BE ACCEPTED IF SUBMITTED LESS THAN 30 DAYS IN ADVANCE AND MORE THAN 90 DAYS PRIOR OF PROPOSED CLOSURE.*****

**INDEMNIFICATION AGREEMENT REQUIRED FOR ALL TEMPORARY
STREET CLOSURE APPLICATIONS**

*(This page to be included in its entirety on temporary street closure
application)*

The applicant(s), at their own expense, agree to defend, indemnify and hold harmless the City of Torrance and its agents, officers, and employees from and against any lawsuit, claim, action, or proceeding (collectively referred to as "proceeding") brought against the City of Torrance, its agents, officers, attorneys and employees to attack, set aside, void, or annul the City's decision to approve the temporary street closing permit. This defense and indemnification obligation shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, property owner, the City, and/or the parties initiating or bringing such proceeding.

Applicant Signature

Date

**UPDATED INFORMATIONAL CONDITION OF APPROVAL FOR ALL STREET CLOSURE
APPLICATIONS**

The applicant/permittee shall defend, indemnify, and hold harmless the City of Torrance or its agents, officers, and employees (CITY) from the following:

- (a) any claim, action, or proceeding against the CITY to attack, set aside, void, or annul an approval of the CITY; and,
 - (b) any claim, action or proceeding against the CITY to attack, set aside, void or annul any other decision made by the CITY concerning the street closing permit; and
- (a) and (b) above are hereinafter collectively referred to as "LITIGATION."

The CITY shall promptly notify the applicant/permittee of any LITIGATION and shall cooperate fully in the defense. If the CITY fails to promptly notify the applicant/permittee of any such LITIGATION or fails to cooperate fully in the defense, the applicant/permittee shall not, thereafter, be responsible to defend, indemnify or hold harmless the CITY.

The obligations imposed by this condition include but are not limited to the following the applicant/permittee shall pay all legal services expenses the City incurs in connection with any such LITIGATION whether it incurs such expenses directly whether it is ordered by a court to pay such expenses or whether it incurs such expenses by providing legal services through its Office of the City Attorney.

TORRANCE MUNICIPAL CODE

SECTION 61.6.30. STREET CLOSURES.

(Added by O-2743)

No person shall stop, stand or park a vehicle either upon any portion of roadway temporarily closed pursuant to Chapter 9 of Division 3 of this Code, or adjacent to either side of any barricade erected therefor; provided, however, that the provisions of this Section shall not apply to the loading or unloading of material.

*****NOTE: NO APPLICATION WILL BE ACCEPTED IF SUBMITTED LESS THAN 30 DAYS IN ADVANCE AND MORE THAN 90 DAYS PRIOR OF PROPOSED CLOSURE.*****

TORRANCE MUNICIPAL CODE

CHAPTER 9 – STREET CLOSING PERMITS

(Added by 0-2743)

ARTICLE 1 - GENERALLY

SECTION 39.1.1. PERMIT REQUIRED.

a) Except as otherwise provided by law, it shall be unlawful, to close any public street unless a Street Closing Permit therefor has been issued in accordance with the provisions of this Chapter.

b) Any Street Closing Permit may be issued subject to such terms and conditions as are determined to be necessary and proper for the protection of the public health, safety and welfare. Street Closing Permits shall be issued to adults only.

SECTION 39.1.2. FIRE LANES.

Any street closed pursuant to the provisions of this Chapter shall at all times have a fifteen (15) foot wide emergency vehicle lane which lane shall extend throughout the closed area of the street and beyond to the next intersection in both directions. Said lane, shall be at all times kept clear of all obstructions to provide emergency vehicular access.

SECTION 39.1.3. FIRE HYDRANTS.

No obstruction shall be erected or maintained within a fifteen (15) foot wide radius of any fire hydrant.

SECTION 39.1.4. TIME LIMITS.

No Street Closing Permit shall be issued for any duration longer than one (1) calendar day, nor for any time before 8:00 AM or after 12:00 midnight.

SECTION 39.1.5. CLOSURE LIMITS.

No Street Closing Permit shall be issued to allow the closure of an intersection or any street for more than six hundred (600) feet measured along the centerline of the road, or three hundred (300) feet on a cul-de-sac or dead end.

SECTION 39.1.6. NUMBER.

No more than five (5) temporary street closures will be permitted on the same calendar day in any fire station initial response area. Applications therefor will be considered on a chronological (first come - first served) basis.

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TORRANCE MUNICIPAL CODE

SECTION 39.1.7. DEPARTMENT.

Any event for which a Street Closing Permit has been issued shall be conducted in such a manner as not to unduly disturb the public peace.

SECTION 39.1.8. ALCOHOLIC BEVERAGES.

At no event for which a Street Closing Permit has been issued shall there be permitted the sale of alcoholic beverages nor the consumption thereof by any minor.

SECTION 39.1.9. CLEANUP.

Any person or persons issued a Street Closing Permit shall, at the conclusion of the event for which such permit was issued, return all public properties to their original condition.

SECTION 39.1.11. ADDITIONAL REQUIREMENTS.

Notwithstanding any other provision of this Chapter, the Chief of Police and/or the Fire Chief or their delegates may impose such additional conditions or requirements as each may deem reasonably necessary for the protection of health and safety.

SECTION 39.1.12. INTERFERENCE WITH EVENT.

No person shall join or participate in any event for which a Street Closing Permit has been issued without the express or implied consent of the permittee, nor shall any person interfere with its orderly conduct.

SECTION 39.1.13. REVOCATION OR SUSPENSION.

Any Street Closing Permit may be suspended or revoked pursuant to the provisions of Article 9 of Chapter 1, Division 3 (Section 31.9.1. et seq.) of this Code.

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TORRANCE MUNICIPAL CODE

ARTICLE 2 – APPLICATION PROCEDURES

SECTION 39.2.1. APPLICATIONS.

a) Every application for a Street Closing Permit shall be made in writing upon such forms as shall be designed and promulgated by the City Manager.

b) All applications for a Street Closing Permit shall include:

1) The names, addresses and signatures of the applicant or applicants, or, if the applicant is an organization, of its responsible officers(s).

2) The exact location of the desired street closure and the date and times therefor.

3) The names, addresses and written consent of all owners of property abutting the affected street.

4) A description of the nature of the event, the estimated number of participants, and the nature of entertainment at the event, if any.

SECTION 39.2.2. FILING.

Every application for a Street Closing Permit shall be filed with the City Manager or his designate not less than thirty (30) days nor more than ninety (90) days prior to the date of the event.

SECTION 39.2.3. DEPOSIT.

As a condition of issuance of any Street Closing Permit, a refundable deposit may be required to insure cleanup or repair of public property after the event for which the street has been closed.

SECTION 39.2.4. DAMAGES; INSURANCE.

a) Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any City property arising out of the issuance or exercise of said permit.

b) As a condition to the issuance of any Street Closing Permit, the permittee or permittees may be required to provide insurance to indemnify the City from any and all damages and costs of litigation arising out of the issuance and use of such permit.

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TORRANCE MUNICIPAL CODE

SECTION 39.2.5. PERMIT PROCESSING.

Upon receipt of any Street Closing Permit application, the City Manager or his designate, prior to his issuing a permit, shall forward the same to the Chief of Police, Fire Chief, and Director of Transportation for their review and approval. The City Manager shall issue a Street Closing Permit upon his finding of the following:

- a) That the proposed activity or use of the street will not unreasonably interfere with traffic circulation in the area, and
- b) That the proposed activity and use will not be detrimental to the public health, welfare, safety and recreation, and
- c) That the proposed activity or use will not entail extraordinary or burdensome expense to the emergency services of the City.

SECTION 39.2.6. APPEAL.

- a) The decision to grant or deny any application for a Street Closing Permit may be appealed to the Traffic Commission.
- b) The decision of the Traffic Commission may be appealed to the City Council in accordance with Article 5 of Chapter 1 of Division 1 of the Torrance Municipal Code.

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