



SECTION: **PUBLIC WORKS**
NUMBER: **8.1**
EFFECTIVE DATE: JAN., 1996
ATTACHMENTS: Application Form
REVISION DATE: September 2002
December 2007

ADMINISTRATIVE POLICY

TITLE: **BLOCK PARTIES**

PURPOSE: The purpose of this policy is to encourage neighborhood events by allowing the closing of public streets and by providing some materials¹ for block parties; and to establish a procedure and application process for the fair and equitable review of requests for block parties.

APPLICATION PROCESS

Requests for block parties, requiring the closing of any public street and/or requesting assistance from the City of Woodstock, must be submitted on an application form prepared by the Department of Public Works (copy attached). This application form must include the name, address, and daytime phone number of the contact person who is sponsoring and organizing the event. Applications must be submitted to the Department of Public Works a minimum of seven (7) days prior to the requested date of the block party. However; applications are reviewed and approved on a first-submitted, first-approved basis and residents are encouraged to submit their application form well in advance of the minimum seven day requirement.

All applications and requests to reserve a date for a block party must be submitted in writing and may not be requested by phone.

OTHER NEIGHBORHOOD EVENTS

Some residents may prefer to have a neighborhood party or block party at a location that does not require the closing of a street. The application and review process will be the same, except that approval from other residents is not required. If this party is for a general neighborhood group or general community event, the City will provide materials and supplies¹ under the same conditions as a block party involving a street closing. This assistance will not include parties for individual families.

¹ See Services Provided by City, page 2.

APPROVAL BY RESIDENTS

Since any block party event that would close a public street will impact every resident on the street and their access to their home, the application must be approved by all residents in that block. The City does not allow partial closing of any street to through traffic. Streets approved for block parties must be closed for the full length of the immediate block, and every resident within that block must approve in writing the street closing. If any resident objects to the street closing, the City will not approve the request.

STREETS THAT CAN NOT BE CLOSED FOR BLOCK PARTIES

Due to the impact on the general public and emergency vehicles, not all streets in the City of Woodstock can be closed for a block party. The City of Woodstock reserves the right to deny approval to close a street for a block party for major streets, single access roadways, concerns regarding public safety, and due to conflicts with other community events and activities.

SERVICES PROVIDED BY THE CITY

Once the application has been approved by the City, the City will provide up to four picnic tables, garbage cans, and barricades and signs to close the street for the first request approved for any weekend. If there are more than one request received for the same weekend, the City can only provide two tables for the second request received. These items will be delivered to one location, a street address designated by the applicant, on the last working day prior to the scheduled event. The City will collect these items at the designated street address, the first working day following the event.

The City does have a limited amount of picnic tables available for block parties and reserves the right to limit the number of block parties where materials are supplied. If more than one block party is requested for the same weekend, the City will provide the four picnic tables to the first application submitted for that weekend. If available, two tables, trash cans, and signage can be provided for the additional events approved for the same weekend.

RESIDENT RESPONSIBILITY

The applicant is responsible to set out the barricades on the day of the event to close the street. The street is to be opened to normal traffic immediately upon completion of the block party and all picnic tables, trash containers, and signage shall be placed on the parkway at the same address as delivered for collection by the City.

The applicant is responsible for the cleanup of the street, upon completion of the block party. This should include removal of all trash, litter, and debris resulting from the block party.

Trash containers provided by the City are for disposal of items resulting from the block party only. These containers are not to be used for the disposal of any general household refuse, building material, yard waste, or other special waste items. The City will not collect any refuse that does not result from the block party activities.

The approval of the block party request does not relieve the residents from the responsibility to comply with regulations regarding disturbance of the peace.

To the City of Woodstock Department of Public Works

We, the undersigned, give our approval to close _____
 (Street)
 from _____ to _____
 (Street) (Street)
 on _____ from _____ to _____
 (Date) (Time) (Time)

We understand that this Block Party Request is only an approval for closing the requested street and does not relieve us of the responsibility for non-disturbance of the peace. The Department of Public Works reserves the right to deny approval to close a street for a block party for major streets, single access roadways, or due to other concerns about public safety. WRITTEN APPROVAL FROM OTHER RESIDENTS IS NOT REQUIRED WHEN THE BLOCK PARTY REQUEST DOES NOT INCLUDE A STREET CLOSING.

_____	_____
(Name)	(Address)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Use additional sheet, if necessary)

Contact Certification: I hereby certify that all residents to be affected by this requested street closure have been notified and have approved this closure by affixing their signatures above.

_____	_____
(Name)	(Address)

	(Daytime Phone)

Please deliver picnic tables (maximum of 4 - first request only), garbage cans, and barricades (if applicable) to the parkway in front of my address or alternate location: _____

Signed _____
Date _____

(Date and Time Received in Public Works Office _____)

c: Police Department