

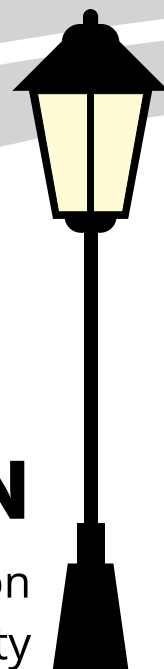


# THE BUILDING BLOCKS

## for a Neighborhood Block Party

CITY OF **DENTON**

Special Event Permit Application  
for a Neighborhood Block Party



A Neighborhood Block Party is a terrific way to connect with your neighbors, reimagine your block, and strengthen community relationships. You can request to temporarily close your street and use the right of way to host a party with your neighbors.

A Neighborhood Block Party is a small-scale activity intended for residents only located within residential zoned areas, not the general public. If you are hosting your party entirely on private property and do not wish to close a city street, you do not need a Block Party Permit.

### **Ideal Streets for a Neighborhood Block Party**

Whenever possible, choose a location that will not disrupt normal traffic patterns. The following are ideal for street closure requests:

- Cul-de-sac street closure
- Dead end street closure
- Circular street with two exits

The following are not ideal for street closure requests:

- Speed with speed limit greater than 25 mph
- Street that is an arterial or collector street with two (2) or more lanes
- Street with a bus route

### **Ideal Communications for Block Party**

A Neighborhood Block Party is intended for residents of that block and everyone on the block should be notified about the party in advance.

The following are ideal forms of notifications to help gain required signatures.

- Email
- NextDoor or Facebook Neighborhood Closed Group
- Door to Door Conversations

### **Ideal Safety Considerations and Traffic Control Plans**

- The closure point of intersections and cul-de-sacs must be kept clear of tables or anything other than barricades in order to allow easy access for emergency vehicles, if necessary.
- The placement of any furniture, activities, or equipment on a street(s) shall be such that an emergency vehicle can access activities and residents.
- Temporary street closures require the use of a Traffic Control Plan that meets Federal Manual Uniform Traffic Control Devices (MUTCD) standards. It is standard that Traffic Control Plans be developed by either a barricade company that provides Traffic Control Plans and barricades or by a professional engineer in compliance with the MUTCD.
- Traffic control device standards provide the warning and guidance needed for the uniform and efficient operation of all elements of traffic in a manner intended to minimize the occurrences of accidents and injury. Traffic Control Plans require MUTCD standard barricades and signs and are obtained by contracting a barricade company. The City does not provide traffic plans, barricades, or signs.

## Special Event Permit Application and Ordinance Highlights

**Application is Required** | Neighborhood Block Party organizers are required to obtain a Special Event Permit from the City and are subject to the filing periods set forth in [Sec. 25-216](#).

**Notification is Required** | Neighborhood Block Party organizers are required to notify all neighbors impacted by the party and related street closure request in accordance with [Sec. 25-217](#).

**Exempt from Application Fee** | Neighborhood Block Party organizers are exempt from the Special Event Permit Application Fee, but may be subject to other City fees (e.g. tent permit fees).

**Exempt from Insurance Requirement** | Neighborhood block parties are exempt from the insurance requirements set forth in Sec. 25-248.

## Neighborhood Block Party Application Process

### STEP 1 | Talk to your Neighbors

Signatures from all your neighbors impacted by this request are required on the **Block Party Street Closure Notification Form** to show their support for the block party, whether or not they plan to attend.

### STEP 2 | Submit Permit Application with Signed Notification Form and Site Map

The Special Event Supervisor will work with stakeholder department staff and review your application. The Street, Police, and Fire Departments may require a Traffic Control Plan depending on the type of street closure request submitted.

Our priority is public safety, however our goal is to encourage communities to unite. Therefore, staff will work with neighborhoods to help obtain a Traffic Control Plan, as needed. Please refer to page X of this Building Blocks Guide.

### STEP 3 | Submit Permit Application and Completed Notification Form

# CITY OF DENTON | Neighborhood Block Party Application

If you are hosting a neighborhood block party entirely on private property and do not wish to close a City street, you do not need a Special Event Permit.



## Neighborhood Block Party Host and Representative:

Host Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Host Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Host Email Address: \_\_\_\_\_ Is this a first-time block party?    Yes    No  
Host is, check all that apply:    Resident of the block requesting to be closed    On-site emergency contact

## Block Party Information:

Subdivision Name: \_\_\_\_\_ Block Party Date: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_ Block Party Hours: \_\_\_\_\_

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**Type of Closure Request:**    Cul-de-Sac Closure    Intersection to Intersection Closure

Block Party Location: \_\_\_\_\_  
Cross Street | From: \_\_\_\_\_ Closure Start Time: \_\_\_\_\_  
Cross Street | To: \_\_\_\_\_ Closure End Time: \_\_\_\_\_

## Acknowledgment | Check that you have read and understand each requirement:

- I acknowledge that a Site Map and official Traffic Control Plan is required.
- I acknowledge that a neighborhood block party is a small-scale neighborhood activity and not a general public event.
- I acknowledge that a neighborhood block party is submit to City noise ordinance and alcohol provisions.
- I acknowledge that residents impacted by this request has been notified via the attached complete notification form.
- I acknowledge that a trash plan is required and that City of Denton Solid Waste portable trash and recycling containers are available to borrow at no cost.

By signing, I acknowledge that I understand the requirements and provisions for hosting a neighborhood block party and requesting a City street closure.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



