



INFORMATION FOR BLOCK PARTY ORGANIZERS

PLEASE KEEP THIS INFORMATION

1. **Complete applications must be submitted to the City Clerk's Office, 350 Kimbark Street, fifteen (15) business days prior to the block party.**
2. A block party is a street closure to facilitate neighbors on a specific block getting together to build a sense of community. The City of Longmont supports block parties that provide the following:
 - Primary participants are residents of the block where the street is closed
 - Only low risk activities are involved
 - No fees or donations are charged to participate
 - No large scale amplified sound is used
 - All ordinances are observed including those pertaining to alcohol on public places
3. Block parties are typically held on neighborhood streets. A block party may be allowed on collector streets, however, additional traffic control devices may be required and there may be additional fees for this equipment.
4. Block parties will not be allowed on arterial streets (i.e. Mtn. View, Main St., etc).
5. Anyone impacted by the street closure must be notified as evidenced by their signature on the *Acknowledgement of Street Closure*. If a signature is not obtained for a property affected by the closure, please provide an explanation. It is recommended that you distribute the *Notification of Street Closure* 3 to 5 days prior to the block party as a reminder to residents and businesses.
6. If the City Clerk's Office receives an objection to the street closure from any resident or business, City staff may adjust the street closure plan to avoid blocking certain residences or businesses.
7. **For street closures, traffic control devices such as barricades and "Street Closed" signs are required at each location as specified on the traffic control plan provided by the City.** The Recycle Center, located at 140 Martin Street, (303) 651-8596, will supply the barricades and signs, if available.
 - a. Barricades may be picked up at 140 Martin St. between 9:00 a.m. and 4:45 p.m. Monday through Friday. **You will need an open, flatbed truck, and two people to load and unload the barricades. No cars please as barricades are eight feet long.**
 - b. **The applicant must leave a \$25 deposit in the form of a check or cash at the time the application is dropped off at the City Clerk's office.** Your deposit will be returned to you when all barricades are returned in the same condition as received, and on time.
 - c. The applicant understands that they are responsible for setting up the barricades according to the traffic control plan and may only close the street during the hours indicated on the permit.
 - d. **Barricades must be returned to 140 Martin St. by 2:30 p.m. Monday through Friday.** The applicant is responsible for any lost and/or damaged items. A \$5.00 per day late charge **will** be deducted if the devices are not returned on time.
 - e. The applicant must contact the Recycle Center, 140 Martin St., (303) 651-8596 by **noon on the pick-up day** if the applicant must cancel a reservation for barricades.
8. Tables, chairs, etc., must be arranged to allow a pathway twenty feet wide for emergency vehicles.
9. Streets must be cleaned up at the conclusion of the event.
10. **All City ordinances, including those related to noise, alcohol, and fireworks in public places still apply.** It is illegal to sell, serve, dispense, consume, or possess an open container of any alcoholic beverage in or upon any building or other property owned by the City. This includes streets, sidewalks, parks, etc. If you have any questions, please visit www.longmontcolorado.gov and Municipal Code 12.38.010, or contact the City Clerk's Office at (303) 651-8649.



Block Party Application

Complete applications must be submitted at least fifteen (15) business days prior to the event.

APPLICANT INFORMATION:

Name of Applicant: _____

Address: _____

City / State / Zip: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

Will people be charged a fee or make a donation in order to attend or participate in the block party?

Yes No

If yes, please STOP filling out this application and complete a Use of Public Places application.

DETAILS OF CLOSURE:

Which street are you requesting to close? _____

Closure requested between street number: _____ and _____

Date of closure: _____ Estimated number of attendees: _____

Hours of closure: from _____ a.m. / p.m. to _____ a.m. / p.m.

(Street Closure may not extend past dusk)

Name of cross street

Name of Street: _____

Name of cross street

Use XXX to indicate on drawing where you are requesting street closure.

Will guests who live beyond the street closure be invited to the block party? Yes No

Approximate number of people invited from outside the block: _____

Explanation (friends, family, neighbors from other blocks, etc.): _____

Will amplified sound and/or large entertainment devices be used? Yes No

If yes, please attach a detailed description of how sound is to be amplified and what equipment will be used. If an outside vendor is used, attach vendor name and contact information.

Will canopies, tents, stages, or other large items be placed in the street? Yes No

Please list the items and dimensions: _____

By signing this application, I agree to defend, hold harmless, and indemnify the City of Longmont and its employees and agents against all claims arising out of this event. I agree that I have read and understand the conditions of the Municipal Code pertaining to the type of permit for which I am applying. I agree to deliver a notice of street closure information sheet to each residential address within the proposed closure area.

Print name: _____

Signature: _____ Date: _____

REQUIRED DOCUMENTS FOR SUBMISSION WITH THE BLOCK PARTY APPLICATION:

- Completed and signed application returned to the City Clerk's Office, 350 Kimbark St., Longmont, CO 80501. Phone: (303) 651-8649. Fax: (303) 774-4721
- Signatures of each resident or business who will be impacted by the street closure on the Residents'/Business Owners' Acknowledgement of Street Closure
- A copy of the Notice of Street Closure you plan to distribute to neighbors 3-5 days prior to the event (see template provided)
- \$25.00 deposit in the form of a check made out the City of Longmont or cash
- Conditions of Block Party Permit sheet signed and dated.
- Grant information from Community and Neighborhood Resources (if applicable)
 - ___ Discover Neighbors Discover Home Grant
 - ___ Neighborhood Activities Fund Grant

Please return to: City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501
Phone: (303) 651-8649 Fax: (303) 774-4721

Conditions of Block Party Permit

- 1.) I understand I am responsible for picking up and loading all barricades listed below. I understand the barricades will only be available Monday through Friday at 140 Martin Street (303) 651-8416, between the hours of 9:00 a.m. and 4:45 p.m.
- 2.) I understand I must contact the Recycle Center, 140 Martin St. (303) 651-8416, by noon on my pickup day if I must cancel my reservation for barricades.
- 3.) I understand I must leave a deposit in the form of a check for \$25.00 at the time the application is dropped off with the City Clerk's office. A \$5.00/day late charge **will** be deducted if the devices are not returned by this time.
- 4.) I understand the best way to transport barricades is in an open flatbed truck, and it will require two persons to load and unload the barricades.
- 5.) I understand I am responsible for setting up the barricades according to the diagram attached to my permit and only block off the street during the hours stated on the permit.
- 6.) I understand I am responsible for returning all barricades Monday through Friday at 140 Martin St. (303) 651-8416, between the hours of 9:00 a.m. and 4:45 p.m.
- 7.) I understand I am responsible for any lost or damaged items.

The Applicant hereby agrees to and will conform to the conditions of the permit:

Applicant Signature: _____ **Date:** _____

City Clerk's Office Approval: _____ Date: _____

Signature of Person	Date	Support Team	Streets
Picking up Barricades			

Returned Deposit and Devices:

Signature of Person	Date	Support Team	Streets
Returning Barricades			

Notification of Street Closure

My name is _____ and I am organizing a block party which will close our street _____ (name of street) on _____ (day / date), from _____ to _____.

This is to serve as notice that we are requesting that the City allow closure of the street in front or near your home for this event on the above time and date. If you have any questions about this closure please contact: _____ (name) at _____ (phone #).

If you have any concerns or objections to this street closure you may contact me at the number above or the City Clerk's Office (303) 651-8649.



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RESIDENTS' / BUSINESS OWNERS' ACKNOWLEDGEMENT OF STREET CLOSURE

If signatures are not obtained by at least one adult resident of each home or the owner of each business affected by the closure or use of the street/sidewalk during the event, please provide an explanation. If only a portion of the block is being closed off, it is recommended you still get signatures from the surrounding neighbors.

By signing below, the resident acknowledges there will be a street closure for a Block Party on: _____ (date & time)

Name (PRINT and SIGN)

Print Name	Sign Name	Address	Phone / Email

Signatures must be obtained on this approved form
Please feel free to contact the City Clerk's Office with any questions or concerns (303) 651-8649

TRAFFIC CONTROL DEVICE INFORMATION

Barricades reflective barricade boards **8 feet wide**
Barricade legs "A" frame

Road Closed Sign is a 36" reflective roll up sign **36"**
Road Closed signs Stand

No Turn Ahead sign is 41.5" by 24.5" and is metal.
No Turn Ahead Sign **41.5 "x 24.5"**

Road closed ahead **43" X 24"**
Standing plastic barricades **3" tall**

Traffic Cones are triangular, reflective, and about 36" tall
Cones **36" tall**

Please note there is a **\$25.00 deposit** for the rental of these barricades. A **\$5.00/day late charge** will be assessed if they are not returned the first business day following the event. We recommend using a pickup truck for transport of the barricades, no cars please.