Neighborhood Block Party Permits

In order to assure the success of your Neighborhood Block Party, the Town of Gilbert has established the following procedures (Application at bottom of page):

Neighborhood Block Parties are **intended for residents only**, **not the general public.** If your Neighborhood Block Party is open to the general public, is being advertised outside the affected area or involves major street closures, you will need to submit a Special Event Application.

Notification:

- **All** businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing to the person or organization seeking the permit on the Resident Petition (page 5 of the application). Each person who is either a property owner or lessee within the requested barricaded area must sign the petition with an approval/disapproval and provide their name, address, phone number or email address. **As the applicant you must obtain a minimum of 80% approval from these individuals for your application to be considered.**
- In order to close a residential street for a neighborhood event, you must also notify your HOA.
- You must also notify the U.S. Postal Service if your event is scheduled during normal business hours.

Street Closure:

- Only readily removable barricades may be used for street closures, and a 20-ft lane of clearance is required for emergency vehicle access at all times. The applicant is responsible for requesting barricades for a street closure a minimum of 5 business days prior to the day of the neighborhood block party. Residents must be allowed vehicle access to their homes and emergency access must be allowed on barricaded streets.
- A street may be closed for a neighborhood block party if it meets the following qualifications:
    - The street is a cul-de-sac, dead end, or circular street;
    - The section of the street being closed is less than a half mile in length and is intersected by two (2) other residential streets.

- A street may **not** be closed if one (1) of the following conditions exist:
    - Speed limit on street is greater than 25 mph;
    - Street is an arterial or collector street with two (2) or more lanes;
    - Street has a bus stop.

Fee and application:

- A neighborhood block party permit may only be requested by a HOA management company or a resident that lives within the requested street closure area being used for the block party. If the HOA management company is coordinating the block party event, a designated resident must accept delivery of barricades and trash containers at their house/location.

- A non-refundable $25 permit processing fee is required at the time the application is submitted to the Town of Gilbert. Reservations may be made a maximum of six (6) months in advance and must be made a minimum of 5 business days in advance. **Applications will not be accepted fewer than five (5) business days prior to the proposed neighborhood block party date.**
- A copy of photo identification (Arizona Driver's license or I.D. card) of the applicant will be required to complete the application process. Applicant must be 18 years of age or older.
- Please ensure approval of your Neighborhood Block Party Application by the Town before you announce your activity. Acceptance of your Neighborhood Block Party Application by the Town is neither a guarantee of the date or location nor an automatic approval of your activity. The applicant must complete the application requirements entirely before the Town will issue a Neighborhood Block Party Permit.

Commonly asked questions:

Why do I need to notify the Town that we are having a Neighborhood Block Party? The public street on which you wish to hold your block party will need to be closed to traffic. This closure needs to be approved ahead of time so that fire and police can be rerouted in case of emergency.

How do I notify the Town that our Community will be hosting a Neighborhood Block Party? You will need to submit a completed Block Party Registration form to Parks and Recreation at least **FIVE (5) business days** prior to the date of the event. You will be notified via email of the street closure approval. *Please advise if your preferred method of contact is not email.*

Can I have a band at my event? Entertainment such as bands, music, and any auxiliary amplifying equipment should be restricted so that sound does not disturb residences beyond the perimeters of the block party. Please see Municipal Code Section 42-61 through 42-65 for further information.

Can additional trash containers be obtained for our event? Yes. Up to three trash containers may be requested. *The Town encourages you to recycle at your event. The Town will provide up to 3 recycle containers for your use in addition to the trash containers.* Following the event, the block party applicant must remove any debris caused by the users from the public right-of-way.

Can trash containers and barricades be delivered to a greenbelt or park? No, all deliveries need to have an actual house address which matches the address of the applicant.

When will my trash containers and barricades be delivered? You can expect your trash containers and/or barricades to be delivered the Friday prior to your block party date.

Can my neighborhood block party have alcohol in the street? No alcohol is permitted in the street.

Questions? Feel free to contact:

Parks and Recreation Department
90 East Civic Center Drive
Gilbert, AZ 85296
(480) 503-6200-Office
(480) 503-6204-Fax
M-TH 7am-6pm, Closed Friday
Recreation@GilbertAZ.gov
www.GilbertAZ.gov

Neighborhood Block Party Application

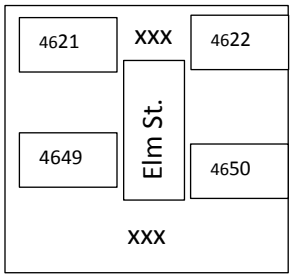
Organizer(s) Information	
Resident Name or HOA Management Company:	
Street Address (for delivery of barricades/trash containers):	
City, State, Zip Code:	
Day Phone:	
Email Address:	
Contact person "on site" day of event:	Cell Number:

Neighborhood Block Party Information		
Block Party Date:		
Block Party Hours	Start:	End:
Set-Up	Date:	Time:
Break Down	Date:	Time:
Name of Street to be Closed:		
Between (Street Name):	And (Street Name):	
Number of Barricades needed (Max 6):		
Number of Trash Cans needed (Max 3):	Number of Recycle Cans needed (Max 3):	

Diagram

Please draw a diagram of proposed street closure, including the location of barricades & street house numbers of each end of closure: Use XXX where the barricades will be placed.

Please fill out after printing application. Example: Road Closure on Elm St. from house 4621-4650



You may attach a Google Map photo if mailing or dropping your application off. Please do not fax map photos.

For Front Office Staff ONLY **Permit #_____**

Department:	**Approval:**
Traffic Engineering	
Police Department	
Public Works	
Fire Department	

Neighborhood Block Party Description
Have you had a block party before? If yes, when?
What is the purpose of your neighborhood block party?
What is your expected attendance?
Will your neighborhood block party have amplified sound? If yes, please describe:
Does your neighborhood block party involve the sale or consumption of alcoholic beverages? If yes, please describe:
Will there be food at your neighborhood block party? If yes, please describe:
Will items or services be sold at the neighborhood block party? If yes, please describe:
Will your neighborhood block party be advertised? If yes, please attach a copy of the advertising material if applicable.
How will residents be notified of proposed street closure? Please attach a copy of the notification piece if applicable.
Will any apartment complexes be affected by your street closure? If yes, please describe:

Rules and Regulations

Initial_____	A neighborhood block party is intended to provide neighbors a unique opportunity to gather and create a network of friends rather than mere acquaintances. Neighborhood block parties are intended for residents only, not the general public. If your neighborhood block party is open to the general public, is being advertised outside the affected area or involves major street closures, you will need to submit a Special Event Application.
Initial_____	A request for a neighborhood block party permit must meet the following criteria: • A street may be closed for a neighborhood block party if it meets the following qualifications: 1. The street is a cul-de-sac, dead end or circular street. 2. The section of the street being closed is less than a half mile in length and is intersected by two (2) other residential streets. • A street may **not** be closed if one of the following conditions exist: 1. Speed limit on the street is greater than 25 mph; 2. Street is an arterial street with two (2) or more lanes; 3. Street has a bus stop
Initial_____	All businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing to the person or organization seeking the permit on the Resident Petition (page 5). Each person who is either a property owner or lessee within the requested barricaded area must sign the petition with an approval/disapproval and provide their name, address, phone number or email address. **As the applicant you must obtain a minimum of 80% approval from these individuals for your application to be considered.**
Initial_____	A non-refundable $25 permit processing fee is required at the time the application is submitted to the Town of Gilbert-Parks and Recreation Department. Reservations may be made a maximum of six (6) months in advance and must be made a minimum of five (5) business days in advance. Please not the Town of Gilbert business days are Monday-Thursday. **Applications will not be accepted fewer than five (5) business days prior to the proposed neighborhood block party date.**
Initial_____	All debris and trash must be removed from the neighborhood block party site immediately following the event. Failure to do so will require the Town of Gilbert to call upon the Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event.
Initial_____	Only readily removable barricades may be used for street closures, and a 20 ft. lane of clearance is required for emergency vehicles access at all times. The applicant may request up to six (6) barricades from the Town of Gilbert on this application for the road closure.
Initial_____	Alcohol must be confined to private property. Alcohol consumed on public property is a violation of Town code and is prohibited.
Initial_____	Any amplified sound emitted from a radio, cd player or any other audible devise as part of the neighborhood block party shall commence no earlier than 9am and shall terminate no later than 10pm.
Initial_____	The applicant shall assume and reimburse the Town of Gilbert for any and all costs and expenses determined by the Town to be unusual or extraordinary, and related to the event for which the permit is sought.

I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN THIS REQUEST FORM AND THAT THE INFORMATION PROVIDED IS CORRECT.

Print Name | Signature of Owner/Authorized Agent | Date

Sign after printing application

Resident Petition for Neighborhood Block Party	
We, the undersigned, hereby request the closure of (street name):	
Between (street name):	And (street name):
Block Party Hours Start:	End:

Resident Information			
Name	**Address**	**Phone or Email**	**Circle One**
			Approve/Disapproved
			Approve/Disapproved
			Approve/Disapproved
			Approve/Disapproved
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			Approve/Disapproved

Please fill out this area after printing application. **All** businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing.
Additional photocopies can be made if needed.