



**BLOCK PARTY/STREET CLOSURE PERMIT APPLICATION**  
**\$50.00 (NON-REFUNDABLE) APPLICATION FEE/APPROPRIATE USER FEE**

*Complete the following **ONLY IF MORE THAN A ONE-DAY EVENT**, not for rain-date purposes:*  
(date) \_\_\_\_\_, from (time) \_\_\_\_\_ to \_\_\_\_\_  
(date) \_\_\_\_\_, from (time) \_\_\_\_\_ to \_\_\_\_\_

DATE PROPOSED: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ TERMINATION TIME: \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAME OF SPONSORING ORGANIZATION: \_\_\_\_\_

NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**\*\*If a street is being blocked off, the person responsible for the event must have a petition signed by all of the residents on the street(s) being blocked off. If commercial, each business must be notified in writing and a petition signed. See petition form attached.**

STREET(S) TO BE CLOSED (*INCLUDE A DRAWN/DETAILED DIAGRAM*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF ENTERTAINMENT AND OTHER PLANNED ACTIVITIES/PLANNED SET-UP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT THIS APPLICATION WILL BE REVIEWED FOR COMPLIANCE WITH THE CITY STREET CLOSURE GUIDELINES AND THAT THE CITY MAY REQUEST MODIFICATIONS TO THE PROPOSED STREET CLOSURE OR OTHER DETAILS TO MINIMIZE IMPACTS. AS AUTHORIZED REPRESENTATIVE, I COMMIT THAT WE WILL COMPLY WITH THE CONDITIONS OF THE FINAL BLOCK PARTY/STREET CLOSURE PERMIT WHEN IT IS ISSUED.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_





## GUIDELINES FOR BLOCK PARTY/STREET CLOSURE

- A. Applications for block parties/street closures must be filed in the Department of Planning on forms provided by that office, along with the signatures on a petition of the affected residents indicating their agreement.

**Upon issuance of application, a non-refundable fee of \$50.00 is required and shall be collected when the application is issued.**

1. Thirty (30) days lead time is required prior to the proposed date of the block party/street closure.
  2. Each application must set forth the following information:
    - Purpose of block party/street closure
    - Name, address and telephone number of responsible person
    - Date of the event
    - Starting and ending times
    - Estimated number of participants
    - Type of entertainment/activities
- B. Application will be reviewed by the following Departments: Police Department, Sanitation Department, Parks, Recreation & Leisure Services, Fire Prevention Bureau, Public Works, Traffic Engineering, Properties Management and the Deputy City Manager.
- The Department of Planning may elect to offer an alternate time or location other than that identified by the applicant, or to impose reasonable conditions.
- C. Upon approval all departments listed above will be notified.
- D. It should be noted by all applicants that the City of Portsmouth is to be held harmless against liability for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from approval of the application or the conduct of the block party/street closure or its participants.
- E. Applicants are responsible for ensuring the location is clear of trash and debris upon termination of the event. In the event clean-up following the event is required, the City reserves the right to require a deposit and bill the responsible person to defray cost.

**\*\*If a street is being blocked off, the person responsible for the event must have a petition signed by all of the people on the street(s) being blocked off. If commercial, each business must be notified and a petition signed.**