

## BLOCK PARTY PERMIT

Residents may request the closure of any local, residential City street for a block party, neighborhood watch, National Night Out or other similar, non-commercial event by submitting the following information. The attached application and petition / notification forms may be used but are not required.

- **Description of the street closure area** – Clearly describe the proposed closure area: “between 12345 and 12435 Wall Street” or “Pleasant Street between Hoffman and Revenue”.
- **Date and time of the proposed street closure** – Indicate the date and start and end time of your event, include time to set up and remove any tables, chairs, etc. from the street before and after the event. Keep in mind that some of your neighbors may feel that anything after 10:00 PM is too late and others may feel that the party doesn’t get started until after midnight. The City has regulations governing loud noise, amplified or broadcast music, fireworks, etc. These regulations may be found on the City’s website ([www.ci.sandy.or.us](http://www.ci.sandy.or.us) - look under “Municipal Code” in Section 8.20.020 - Unnecessary Noise).
- **Contact information** – Indicate who will be the contact person for the event. Include name, address and phone number(s). The permit will be mailed to the designated contact person at the address furnished.
- **Petition / Notification** – Submit a list with addresses and signatures of as many residents as possible within the proposed closure area. The list should also include your contact information in case your neighbors have any questions, (they may even want to help you with the party).

It is not necessary to get everyone’s signature and address but you should get enough to demonstrate that you have made a good faith effort to notify your neighbors in the proposed street closure area. You don’t need every neighbor’s consent to have your event but every neighbor (or as many as you can reasonably contact) should know that you are planning an event. A list or petition with six or eight signatures for a block with 20 or 30 homes is probably not enough notification.

Submit this information **at least one week in advance** of your event to:

Block Party Permits  
39250 Pioneer Blvd.  
Sandy, OR 97055  
FAX: 503-668-8714  
E-Mail: [pwpermits@ci.sandy.or.us](mailto:pwpermits@ci.sandy.or.us)

**What Happens Next?** - The contact person listed will receive the permit through the mail with a list of conditions. These conditions typically include; leaving a 12-foot clear zone open in the street for emergency vehicles at all times, removal of all tables, chairs, etc. by the end of the event and a prohibition on blocking access to driveways without the property owner's consent. The Fire and Police departments receive copies of the permit and are notified of your event.

On the day of the event (or the nearest business day prior to the event) City crews will drop off barricades and street closure signs at the area(s) designated in the permit. You place the barricades and signs in the same spot after your event and we pick them up on the next business day.

## BLOCK PARTY APPLICATION FORM

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_  
home mobile or other number

**Closure Area Description:** \_\_\_\_\_

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

**Block Party Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

## Block Party Petition / Notification

We are planning a block party on \_\_\_\_\_ between the hours of \_\_\_\_\_  
and \_\_\_\_\_ and request that the City close \_\_\_\_\_ Street  
to through traffic between \_\_\_\_\_ and \_\_\_\_\_  
(address or intersection) (address or intersection)  
during this time. Please come and join us.

I understand the request and have been notified.

Name

Address

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and \_\_\_\_\_ and request that the City close \_\_\_\_\_ Street  
to through traffic between \_\_\_\_\_ and \_\_\_\_\_  
(address or intersection) (address or intersection)  
during this time. Please come and join us.

I understand the request and have been notified of the proposed block party.

Name

Address

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