

BLOCK PARTY STREET CLOSURE APPLICATION INSTRUCTIONS

Block Party Street Closure permits are issued for small gatherings for residents living on the street being closed.

- Typically permits are not issued for more than one city block
- Permits are not issued for a street that is a bus route or has a bus layover
- Permits are not issued for a street that has a signalized traffic intersection
 - Permits are not issued for events to extend past 10:00 p.m.

If your event does not meet one or more of these requirements, or if you have additional questions, please contact your district neighborhood coalition office. To determine which district neighborhood coalition to contact, go to the Office of Neighborhood Involvement's website at www.PortlandOnline.com/ONI and click on the Neighborhood District Coalition Offices link.

A permit application for a Block Party Street Closure may be obtained through your district neighborhood coalition in partnership with the City of Portland Bureau of Transportation. Liability insurance is required to obtain a permit; the street closure application is your application to your district neighborhood coalition for liability coverage. If your block party is being co-sponsored by a church or other institution, their insurance may be required for you to close the street. Your neighborhood coalition will not insure block parties with certain activities such as races, events where alcoholic beverages are available, or the use of mechanical devices such as merry-go-rounds. Individuals participate at their own risk. Neighborhood coalitions may charge a small fee for application processing and liability insurance coverage. The City of Portland Bureau of Transportation does not charge a fee for processing the permit.

Follow the steps listed below to apply for a block party street closure permit. Start the process at least five weeks prior to the date you would like to hold the block party.

1. First, contact your district neighborhood coalition to go over your event plans. They will assist you in determining if your event qualifies for a block party permit, or if a different type of permit is required.
2. Download the application packet from the Office of Neighborhood Involvement's website or pick one up from your local neighborhood coalition office. The packet includes a petition for which you must obtain signatures from all the abutting properties on the street you wish to close (side yards are included in this requirement). It also includes a traffic control diagram with the required traffic control devices that you will be required to rent and place if you are granted a permit.
3. Hand-carry the petition to each neighbor and obtain approval in the form of signatures on the petition. If a house is vacant, indicate that on the petition. You need to account for all of the addresses on the block and abutting properties to the closed street. For rental properties, if you cannot obtain signatures from all units, you must obtain a signature from the property management company or landlord. Please document all attempts to obtain property owner approval.

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4. Return the completed City of Portland Block Party Permit application, petition and traffic control plan, along with any event-related forms required by your district neighborhood coalition office, to the coalition office so that a coalition representative may endorse the insurance. If approved, the neighborhood coalition will send the application and all of its components to the Bureau of Transportation for review and approval. The applicant will be called if there is any follow-up needed. Submit the application to the coalition office not later than four weeks prior to the block party.
5. Once the application has been approved, the permit will be mailed or emailed to the applicant. Please make sure to print your email address and mailing address clearly on the application.
6. You are responsible for providing the barricades to close the street. Arrange to have three Type I barricades with "Street Closed" signs (equipped with flashing yellow lights if the street will be closed after dusk) to be placed at each end of the street (six barricades total). You may find companies that rent barricades in the yellow pages under 'Barricades'. Some companies may provide a discount for block parties. As the permit holder, you are responsible for providing and placing barricades, and for their removal by the stated end time of the permit.
7. Keep the permit available on site for review if a police officer or another authorized representative of the City of Portland asks to see it.
8. If you want to have amplified music, you may need a permit from the City of Portland Noise Control Office. There is an application fee. You need to apply two (2) weeks prior to your event or an accelerated fee could be assessed. You may pick up an application from your district neighborhood coalition or visit the Noise Control Office's website on PortlandOnline.com.

Non-discrimination notice: *The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. Any persons who believe they have been aggrieved by an unlawful discriminatory practice have the right to file a formal complaint with PBOT. Contact the Title VI Coordinator at 1120 SW 5th Ave, Room 1104, Portland OR 97204, or by telephone 503-823-2559, City TDD 503-823-6868. **Accommodation requests:** To help ensure equal access to City programs, services and activities, we will provide auxiliary aids and services to persons with disabilities. Please call 503-823-5185.*