



BLOCK PARTY STREET CLOSURE APPLICATION

Print and complete the application, traffic control plan, and petition and take the completed packet to your district neighborhood coalition office.

District Neighborhood Coalition contact information is available at
the Office of Neighborhood Involvement website on PortlandOnline.com

The undersigned applies for a permit in accordance with the provisions of the Charter, Portland City Code Chapter 16, Vehicles and Traffic, and Chapter 17 Public Improvements for the use of the street area.

FILL OUT THE INFORMATION BELOW TO APPLY FOR A BLOCK PARY STREET CLOSURE PERMIT			
Applicant / Permittee Name: _____			
Address: _____		City, State and Zip: _____	
Day Phone: _____	Evening Phone: _____	Fax Number: _____	
Email: _____			
Was there a block party permit issued last year for this block?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Street to be closed: _____			
Between streets : _____		and _____	
Event date: _____			
Beginning at ____:____ AM PM and ending at ____:____ AM PM.			
Applicant / Permittee Signature: _____			
By signing above, the permittee agrees to perform the uses authorized by this permit in accordance with all provisions of the charter, Chapter 17 of the City Code, and any conditions specified and attached to this permit.			

Take your completed application to your district neighborhood coalition office for further processing. A permit will not be issued without a signature from the neighborhood coalition.

DISTRICT NEIGHBORHOOD COALITION OFFICE USE ONLY:		
Check one (1) of the following: <input type="checkbox"/> SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM <input type="checkbox"/> EAST PORTLAND NEIGHBORHOOD OFFICE	<input type="checkbox"/> SOUTHWEST NEIGHBORHOODS, INC <input type="checkbox"/> CENTRAL NORTHEAST NEIGHBORS <input type="checkbox"/> NEIGHBORS WEST/NORTHWEST	<input type="checkbox"/> NORTH PORTLAND NEIGHBORHOOD OFFICE <input type="checkbox"/> NORTHEAST COALITION OF NEIGHBORHOODS
Liability Insurance Policy Number _____ will cover this event.		
Neighborhood Coalition Representative Name: _____		
Neighborhood Coalition Representative Signature _____		

PBOT OFFICE USE ONLY: A STAMPED APPROVAL AUTHORIZES A STREET CLOSURE	
This document is not valid unless the PBOT representative signature <u>and</u> the signed PBOT Traffic Engineering stamp are present.	
PBOT Representative Signature: _____	
Date: _____	
Refer to attached document for approved Traffic Control Plan for placement of traffic control devices.	
Permit authorizes closure of the street by placing Type I Barricades with "STREET CLOSED" signs and DETOUR arrows at each end of the block per the traffic engineer's requirements as shown on the attached traffic control plan approved by the City Traffic Engineer. All barricades to be equipped with flashing yellow lights at dusk.	

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Conditions of the Permit for Use of Dedicated Street Area

- This permit is for use of the street area only; the permitted area shall be subject to the necessary use by emergency vehicles; a 15ft wide emergency lane shall be maintained at all times.
- The permit granted is personal to the permittee only, and may not be transferred, assigned, or otherwise conveyed; and sidewalk, lane, and street closure permits require insurance with limits of coverage that meet the maximum requirements for liability of a public body set forth in ORS 30.260 through 30.300 or as it may be required by subsequent amendment, and naming the City of Portland, and its officers, agents and employees as additional insured. Said insurance is to be kept in full force and in effect at all times this permit is valid. This permit is automatically revoked without further action by the Director of the Bureau of Transportation if this insurance is permitted to lapse, is cancelled, or for any reason becomes inoperative during the term of this permit.
- The permittee shall hold the City of Portland, its officers, agents and employees free and harmless from any claims for damages to persons or property, including legal fees and costs of defending any actions or suits, including any appeals, which may result from the use of the street area under this permit.
- This permit is revocable at any time by the City of Portland Bureau of Transportation or Bureau of Police, and no expenditure of money or lapse of time, or any other act or thing shall operate as an estoppel against the City of Portland or be held to give the permittee any vested or other right. Upon expiration or revocation of this permit the permittee shall immediately reopen said street to the normal use of the public.
- This permit shall not exempt the permittee from obtaining any licenses or permit as required by the City Code or Ordinances for any act to be preformed under this permit, nor shall this permit waive the provisions of any City Code, Ordinances or the City Charter except herein stated.
- The permittee shall, at his/her own expense, provide barricades, signs, illumination, and any other safety or traffic control device required by the Director of the Bureau of Transportation.
- This permit is not valid if the District Neighborhood Coalition office representative has not authorized the use of their liability insurance.

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.*