



# BLOCK PARTY

## RIGHT-OF-WAY USE PERMIT

### BLOCK PARTY CHECKLIST

- Gather signatures from neighbors
- Submit application (14 days prior)**
- Tent permit (if applicable)
- Pick up barricades (weekday before)

A 'block party' is defined a gathering of persons living within a residential neighborhood upon a city-owned right-of-way within that neighborhood for recreational and/or social purposes.

### APPLICATION PROCESS

To obtain a permit for a block party, submit an application to the City of Peoria Public Works Department ***no later than 14 days prior*** to the requested event date. Applications along with any required signatures (see next section) must be submitted to the following:

City of Peoria Public Works  
**Permits Section: Block Parties**  
3505 N. Dries Lane  
Peoria, Illinois 61604

### REQUIRED SIGNATURES

If this is the **first year** for your event, you must obtain approval from all residents and businesses that will be affected by the closure of the street. On the back of the application, please include names, addresses, phone numbers and **signatures of one adult from the residences and businesses within the area to be blocked.**

**Annual block parties** must apply for a permit each year, but events held for *consecutive years in the same location* are only required to **obtain signatures every four years**. If a permit for the block party was not obtained in the previous year, it will be treated as a first time block party and will require signatures.

### TENTS AND AWNINGS

Tents and awnings must be inspected by Fire Department personnel. Tent stakes cannot be driven into driving surfaces or concrete walks. Questions or to obtain a tent permit, call the Peoria Fire Department at (309) 494-8700.

### BARRICADES

The individual(s) or organization sponsoring the block party is responsible to **set up barricades** before the event. Barricades can be picked up on the weekday before the event from the following location:

Public Works Operation and Maintenance Facility  
**3505 North Dries Lane**

Hours: **Monday through Friday 7:30 a.m. to 3:30 p.m.**

Barricade information: (309) 494-8800

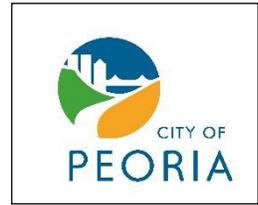
A barricade request form must be completed and a **deposit of \$25.00** must be paid at that time. Please make checks payable to the **CITY OF PEORIA**. The \$25 deposit will be refunded in full upon the return of the barricades in good condition. Applicant will be provided with four barricades that are 8-feet long. Please, bring a vehicle capable of hauling large items.

### ADDITIONAL RULES AND GUIDELINES

- All block parties must end by 10:00 p.m.
- The block party sponsors shall maintain an area of approximately 12-feet wide for use as an emergency lane at all times during the event.
- Alcoholic beverages shall not be sold. If alcoholic beverages are served, the sponsors are responsible for making sure they are NOT consumed by minors.
- Fireworks are not permitted.
- The block party sponsors are responsible for cleaning up the area.

# BLOCK PARTY PERMIT APPLICATION

## Public Works Department (309) 494-8800



### APPLICANT INFORMATION (Please Check One)

- Current Homeowner Association President: Please provide Organization Name and Contact
- Resident: Applicant MUST reside on the block being closed within the closure limits

APPLICANT NAME (Please Print)		Date of Birth:    /    /	
Sponsoring Organization			
Street Address:			
City:	State:	Zip:	
Phone: (    )	Cell: (    )	Fax: (    )	
Email Address:			
<b>EVENT INFORMATION</b>			
Location (Specify hundred block, street name from cross street to cross street, example: 200 block Main from 1 <sup>st</sup> to alley)			
List Any Changes from Previous Year to Event Location:			
Event Date:		Time of Event:	A.M.                      P.M.
Rain Date:		Time of Event:	A.M.                      P.M.
Estimated Number of Attendees:	<input type="checkbox"/> LESS THAN 50	<input type="checkbox"/> 50 - 100	<input type="checkbox"/> 101 – 150 <input type="checkbox"/> 150+
Do You Plan to Use a Tent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Awning	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Planned Events/Activities/Displays:</b>			

First Year Event:  Yes     No                      Signatures Included:  Yes     No

Annual Event with Permit Issued Last Year (only consecutive years apply)      Signatures Expired:  Yes     No

Signature Renewal Due (signatures required every four (4) years)

Permit Number from Previous Year(s) \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### OFFICE USE ONLY

Traffic Engineering Approved By:		Date:		Emailed:	
Police Approved By:		Date:		Permit #	
Fire Approved By:		Date:		Signatures	
Right-Of-Way Permits Approved	Public Works Dept.	Date:		Approved	Denied

