



# BLOCK PARTY ROAD CLOSURE REQUEST

**PERMIT NUMBER:**

This form is to request the complete closure of one roadway block for a limited time to allow for a block party. It is important to fill out the application below as completely as possible, including location, date and times. *Please note this application must be filed at least 10 business days (two weeks) prior to the requested closure.*

**APPLICANT (someone to act as representative to the City for this event)**

Name:			E-Mail Address:	
Address:			Phone Number:	
City:	State:	Zip Code:	Preferred contact when permit is ready:	
			<input type="checkbox"/> E-Mail <input type="checkbox"/> Telephone	

**EVENT INFORMATION:**

What is the event?			
What road(s) need to be closed?			
Date of Closure:	Start time:	End time:	<i>Duration of closure limited to four (4) hours; all closures must end by 8:00 PM. See Requirements.</i>

**BLOCK PARTY REQUIREMENTS:**

A block party consists of a temporary closure of a public street to allow surrounding residents to hold informal neighborhood gatherings. The City is committed to supporting such activities among its residents, provided certain guidelines are observed to ensure the safety of participants and to preserve the City’s ability to protect its residents and assets. The following guidelines are established to achieve these goals:

1. Block parties must be applied for at least 10 business days in advance of the date requested.
2. A maximum period of four (4) hours will be allowed for any block party road closure.
3. No road closures are permitted before 6pm on weekdays (except holidays). No road closure may extend past 8pm on any day.
4. Block parties are not permitted on roads designated as collectors or arterials. Other locations on residential streets will not be approved for closure if determined to be unsafe by the City, at its sole discretion. Locations at the end of cul-de-sacs are recommended.
5. A block party may not occupy more than one city block.
6. No more than one block party may occur on a block during the same day.
7. The City may limit the total number of block parties which can occur on the same day due to availability of City resources and projected transportation impacts.
8. Commercial entrances/exits may not be blocked without prior written authorization from the commercial tenants affected.
9. Fliers/notices/invitations shall be distributed by the applicant to all impacted residents at least seven (7) days in advance of the road closure.

**CONTINUED ON REVERSE**

**BLOCK PARTY REQUIREMENTS (CONTINUED)**

- 10. A responsible adult must attend the barricaded section at each end of the road closure at all times and be prepared and able to move the barricades during an emergency.
- 11. All noise ordinance restrictions must be adhered to within the designated timeframe and within responsible volumes.
- 12. Trash and recycling management is the responsibility of the applicant. All trash and recycling must be promptly removed from public right-of-way at the conclusion of the event.
- 13. A clearance of 15 feet on each side of fire hydrants along the street is required. In addition, a three foot clearance completely around all fire hydrants is required.
- 14. Tables, stages, or other equipment or structures may not be set up in the middle of a street. A 20 feet minimum width clearance shall be maintained along the center of the street.
- 15. The Superintendent of Public Works, Director of Public Works, Police or Fire Officer can cancel the block party for any emergency or public safety need at any time.
- 16. The following are not allowed on public streets: open flames, bounce houses, or open containers of alcohol.
- 17. Event participants are responsible for maintaining a safe environment and agree to hold harmless the City and its representatives in case of an incident during or associated with a block party.

**APPLICANT CERTIFICATION:**

*I hereby certify that I have read, understood and agree to adhere to the above requirements and restrictions for this Block Party road closure; the information given in this application is correct to the best of my knowledge.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

***Please submit the completed application form to:***

Department of Development Services - Counter  
300 Park Avenue, Suite 300W  
Falls Church, VA 22046

Phone: 703.248.5080  
Fax: 703.248.5214  
E-mail: [permits@fallschurchva.gov](mailto:permits@fallschurchva.gov)

**You will be notified when the permit is approved or denied.** The notification will be emailed as a PDF, or you may provide a self-addressed, stamped envelope for it to be mailed.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in an alternate format upon request. Call 703-248-5080 (TTY 711).

**OFFICIAL USE ONLY**

<p>_____ <i>Engineer, Department of Public Works</i></p> <p>_____ <i>Date</i></p>	<p><b>APPROVED:</b> <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p><b>MODIFICATIONS:</b></p> <p><input type="checkbox"/> Modifications noted in MUNIS by DPW.</p>
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Date of Notifications by DDS: \_\_\_\_\_