



## INFORMATION FOR BLOCK PARTY ORGANIZERS

### PLEASE KEEP THIS INFORMATION

1. **Complete applications must be submitted to the City Clerk's Office, 350 Kimbark Street, fifteen (15) business days prior to the block party.**
2. A block party is a street closure to facilitate neighbors on a specific block getting together to build a sense of community. The City of Longmont supports block parties that provide the following:
  - Primary participants are residents of the block where the street is closed
  - Only low risk activities are involved
  - No fees or donations are charged to participate
  - No large scale amplified sound is used
  - All ordinances are observed including those pertaining to alcohol on public places
3. Block parties are typically held on neighborhood streets. A block party may be allowed on collector streets, however, additional traffic control devices may be required and there may be additional fees for this equipment.
4. Block parties will not be allowed on arterial streets (i.e. Mtn. View, Main St., etc).
5. Anyone impacted by the street closure must be notified as evidenced by their signature on the *Acknowledgement of Street Closure*. If a signature is not obtained for a property affected by the closure, please provide an explanation. It is recommended that you distribute the *Notification of Street Closure* 3 to 5 days prior to the block party as a reminder to residents and businesses.
6. If the City Clerk's Office receives an objection to the street closure from any resident or business, City staff may adjust the street closure plan to avoid blocking certain residences or businesses.
7. **For street closures, traffic control devices such as barricades and "Street Closed" signs are required at each location as specified on the traffic control plan provided by the City.** The City Public Works Maintenance Facility, located at 375 Airport Road, (303) 651-8416, will supply the barricades and signs, if available.
  - a. Barricades may be picked up at 375 Airport Rd. between 9:00 a.m. and 12:30 p.m. and 1:30 p.m. and 4:00 p.m. Monday through Friday. **You will need an open, flatbed truck, and two people to load and unload the barricades. No cars please as barricades are eight feet long.**
  - b. **The applicant must leave a \$25 deposit in the form of a check or cash at the time the application is dropped off at the City Clerk's office.** Your deposit will be returned to you when all barricades are returned in the same condition as received, and on time.
  - c. The applicant understands that they are responsible for setting up the barricades according to the traffic control plan and may only close the street during the hours indicated on the permit.
  - d. **Barricades must be returned to 375 Airport Rd. by 2:30 p.m. Monday through Friday.** The applicant is responsible for any lost and/or damaged items. A \$5.00 per day late charge **will** be deducted if the devices are not returned on time.
  - e. The applicant must contact the Public Works Maintenance Facility, 375 Airport Rd., (303) 651-8416 by **noon on the pick-up day** if the applicant must cancel a reservation for barricades.
8. Tables, chairs, etc., must be arranged to allow a pathway twenty feet wide for emergency vehicles.
9. Streets must be cleaned up at the conclusion of the event.
10. **All City ordinances, including those related to noise, alcohol, and fireworks in public places still apply.** It is illegal to sell, serve, dispense, consume, or possess an open container of any alcoholic beverage in or upon any building or other property owned by the City. This includes streets, sidewalks, parks, etc. If you have any questions, please visit [www.ci.longmont.co.us](http://www.ci.longmont.co.us) and Municipal Code 12.38.010, or contact the City Clerk's Office at (303) 651-8649.

## TRAFFIC CONTROL DEVICE INFORMATION

**Barricades** come with 8' long poles and are approximately 6" around.  
They are put on triangular stands that are about 3 feet around triangular shaped.

**Barricade poles**

**8 feet long**

**6" around**

**Barricade Mounts**

**32" triangular**

**Road Closed Sign** is mounted on the type 2 barricade poles.  
They are 3' long by 8".

**Road Closed signs**

**3 feet long x 8"**

**No Turn Ahead** sign is 41.5" by 24.5" and is metal.

**No Turn Ahead Sign**

**41.5 "x 24.5"**

**Road Closed Ahead** sign metal sign 43" by 24" is mounted on standing folding plastic barricade that is about 3.5' tall and will stick out past the barricade.

**Road closed ahead**

**43" X 24"**

**Standing plastic barricades**

**3" tall**

**Traffic Cones** are triangular and about 26" tall

**Cones**

**26" tall**

Please note there is a **\$25.00 deposit** for the rental of these barricades. A **\$5.00/day late charge** will be assessed if they are not returned the first business day following the event. We recommend using a pickup truck for transport of the barricades, no cars please.



# Block Party Application

## APPLICANT INFORMATION:

Name of Applicant: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Will people be charged a fee or make a donation in order to attend or participate in the block party?

Yes  No

***If yes, please STOP filling out this application and complete a Use of Public Places application.***

## DETAILS OF CLOSURE:

Which street are you requesting to close? \_\_\_\_\_

Closure requested between street number: \_\_\_\_\_ and \_\_\_\_\_

Date of closure: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Hours of closure: from \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

(Closure may not extend past dusk)

Name of cross street

\_\_\_\_\_

Name of Street: \_\_\_\_\_

\_\_\_\_\_

Name of cross street

*Use XXX to indicate on drawing where you are requesting street closure.*

Will guests who live beyond the street closure be invited to the block party? Yes  No

Approximate number of people invited from outside the block: \_\_\_\_\_

Explanation (friends, family, neighbors from other blocks, etc.): \_\_\_\_\_

Will amplified sound and/or large entertainment devices be used? Yes  No

*If yes, please attach a detailed description of how sound is to be amplified and what equipment will be used. If an outside vendor is used, attach vendor name and contact information.*

Will canopies, tents, stages, or other large items be placed in the street? Yes  No

Please list the items and dimensions: \_\_\_\_\_

\_\_\_\_\_

By signing this application, I agree to defend, hold harmless, and indemnify the City of Longmont and its employees and agents against all claims arising out of this event. I agree that I have read and understand the conditions of the Municipal Code pertaining to the type of permit for which I am applying. I agree to deliver a notice of street closure information sheet to each residential address within the proposed closure area.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**REQUIRED DOCUMENTS FOR SUBMISSION WITH THE BLOCK PARTY APPLICATION:**

- Completed and signed application returned to the City Clerk's Office, 350 Kimbark St., Longmont, CO 80501. Phone: (303) 651-8649. Fax: (303) 774-4721
- Signatures of each resident or business who will be impacted by the street closure on the Residents'/Business Owners' Acknowledgement of Street Closure
- A copy of the Notice of Street Closure you plan to distribute to neighbors 3-5 days prior to the event (see template provided)
- \$25.00 deposit in the form of a check made out the City of Longmont or cash
- Conditions of Block Party Permit sheet signed and dated.
- Grant information from Community and Neighborhood Resources (if applicable)
  - \_\_\_ Discover Neighbors Discover Home Grant
  - \_\_\_ Neighborhood Activities Fund Grant

Please return to: City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501  
Phone: (303) 651-8649 Fax: (303) 774-4721

## Notification of Street Closure

My name is \_\_\_\_\_ and I am organizing a block party which will close our street \_\_\_\_\_ (name of street) on \_\_\_\_\_ (day / date), from \_\_\_\_\_ to \_\_\_\_\_.

This is to serve as notice that we are requesting that the City allow closure of the street in front or near your home for this event on the above time and date. If you have any questions about this closure please contact: \_\_\_\_\_ (name) at \_\_\_\_\_ (phone #).

If you have any concerns or objections to this street closure you may contact me at the number above or the City Clerk's Office (303) 651-8649.



## Notification of Street Closure

My name is \_\_\_\_\_ and I am organizing a block party which will close our street \_\_\_\_\_ (name of street) on \_\_\_\_\_ (day / date), from \_\_\_\_\_ to \_\_\_\_\_.

This is to serve as notice that we are requesting that the City allow closure of the street in front or near your home for this event on the above time and date. If you have any questions about this closure please contact: \_\_\_\_\_ (name) at \_\_\_\_\_ (phone #).

If you have any concerns or objections to this street closure you may contact me at the number above or the City Clerk's Office (303) 651-8649.



## Notification of Street Closure

My name is \_\_\_\_\_ and I am organizing a block party which will close our street \_\_\_\_\_ (name of street) on \_\_\_\_\_ (day / date), from \_\_\_\_\_ to \_\_\_\_\_.

This is to serve as notice that we are requesting that the City allow closure of the street in front or near your home for this event on the above time and date. If you have any questions about this closure please contact: \_\_\_\_\_ (name) at \_\_\_\_\_ (phone #).

If you have any concerns or objections to this street closure you may contact me at the number above or the City Clerk's Office (303) 651-8649.



**Conditions of Block Party Permit**

- 1.) I understand I am responsible for picking up and loading all barricades listed below. I understand the barricades will only be available Monday through Friday at 375 Airport Road (303) 651-8416, between the hours of 9:00 a.m. and 12:30 p.m. and 1:30 p.m. and 4:00 p.m.
- 2.) I understand I must contact the Public Works Maintenance Facility, 375 Airport Road (303) 651-8416, by noon on my pickup day if I must cancel my reservation for barricades.
- 3.) I understand I must leave a deposit in the form of a check for \$25.00 at the time the application is dropped off with the City Clerk's office. A \$5.00/day late charge **will** be deducted if the devices are not returned by this time.
- 4.) I understand the best way to transport barricades is in an open flatbed truck, and it will require two persons to load and unload the barricades.
- 5.) I understand I am responsible for setting up the barricades according to the diagram attached to my permit and only block off the street during the hours stated on the permit.
- 6.) I understand I am responsible for returning all barricades Monday through Friday at 375 Airport Road (303) 651-8416, between the hours of 9:00 a.m. and 12:30 p.m. and 1:30 p.m. and 4:00 p.m.
- 7.) I understand I am responsible for any lost or damaged items.

---

**The Applicant hereby agrees to and will conform to the conditions of the permit:**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City Clerk's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

---

Signature of Person	Date	Support Team	Streets
Picking up Barricades			

Returned Deposit and Devices:

---

Signature of Person	Date	Support Team	Streets
Returning Barricades			