

# Block Party Street Closure Permit



## PERMIT GUIDELINES

Block parties typically close no more than one block of a local, residential street for a small-scale event, such as potluck dinners and barbecues. They are typically held on weekends or holidays and do not extend past 10:00 PM. Major through streets will not be considered eligible under this policy. **Events in Old Town Sherwood must apply for a Special Event Permit.** Liability insurance is not required to obtain a permit. Individuals participate at their own risk.

1. You can either download the application packet from the City of Sherwood's website or pick one up at City Hall at 22560 SW Pine Street Sherwood, OR 97140. The packet includes an application, a Traffic Control Map, and a Neighborhood Notification Form which must have **100% signatures** from all the residents and/or businesses on the street you wish to close. Completed packets must be received 14 days prior to event day.
2. If a block party request is made 14 days prior to the event day, there is no fee. If a request is received less than 14 days before the event, there will be a fee of \$25. Event holders are responsible for renting required barricades for safe street closures.
3. The event holder (signer of the application) will be responsible for seeing that the City's policy on events is followed. The event holder is responsible for ensuring the safety for persons who attend or participate in the event and must prevent unreasonable interference with traffic flow. The event must be planned to minimize conflict between pedestrians and vehicular traffic.
4. The approved Block Party Street Closure Permit must be displayed in a conspicuous place on one of the Type I Barricades closing the street at the event site throughout the duration of the event.
5. The City requires 12 feet of clear and unobstructed access be maintained for emergency vehicles. Access shall be provided to residents and guests during the duration of the closure.
6. Please note the City Noise Ordinance Permissible Sound Levels (Section 9.52.040) defines "day" hours between 7:00 a.m. and 10:00 p.m. Monday through Friday; and 8:00 a.m. to 7:00 p.m. Saturday and Sunday; "night" hours between 10:00 PM and 7:00 AM Monday – Friday, 7:00 PM and 8:00 AM Saturday and Sunday. Sound producing, amplifying, or reproducing equipment. During night hours, no person shall cause or permit sound produced by a musical instrument, radio, television, phonograph, loudspeaker, or other similar equipment to be plainly audible within any dwelling unit other than the source.
7. Public rights-of-way will be cleaned and left free of litter and debris (this assurance to be provided by applicants). Bounce houses and dunk tanks are not permitted in Public rights-of-way.
8. The issuance of permission shall never be construed to permit or condone the consumption of alcoholic beverages on public property. Such consumption is a violation of the City Ordinance Consumption of Alcoholic Liquors in Public Places Prohibited (Section 5.20.170). No person shall drink or consume any alcoholic liquor in or upon any street, alley, public grounds, or other public place unless such place has been licensed for that purpose by the Oregon Liquor Control Commission. Alcoholic beverages are not allowed on public streets.
9. If the date of an approved event needs to be changed, please contact the Event Coordinator to have the permit reissued.
10. Use of illegal fireworks is unlawful in the City of Sherwood.

*The City of Sherwood is dedicated to a policy of non-discrimination on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.*

# City of Sherwood

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### APPLICATION

Submit the completed application, the Traffic Control Map of proposed event site, and the Neighbor Notification Form.

Name of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Public Street (s) requested to be closed \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_ (Street)  
(Address/Street) (Address/Street)

\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

Please answer the following questions:

1. Has applicant received a copy of the *Block Party Street Closure Permit Guidelines*? ☐ Yes ☐ No
2. Will sound amplification equipment be used during the event? ☐ Yes ☐ No  
If "Yes", during which hours? From \_\_\_\_\_ To \_\_\_\_\_  
*\*Please refer to Permit Guideline #6*
3. Does the applicant understand and agree to all conditions therein? ☐ Yes ☐ No  
If "No", recite the exceptions:

By \_\_\_\_\_ Application submitted this \_\_\_\_\_ day of 20\_\_\_\_  
(Signature)

*Applicants agree to hold harmless the City, its officers and agents from any liability arising from any activity permitted. The applicant shall be responsible for maintaining barricade and signs, keeping fire lanes open, and properly parking cars. The applicant shall be responsible for removing all barricades after the party and cleaning up all trash from the right-of-way at the end of the party. Clean-up by the Public Works crew will be at the applicant's expense.*

### Requirements for Street Closure: Barricades and Signs

As the permittee, you are responsible for providing two Type I or Type II barricades to be placed at each ingress point in advance of the blocked street area (four total). The City will not furnish barricades. If the street will be closed after dusk, a minimum of one barricade per ingress point must be equipped with flashing lights. Barricades must have easily readable signs measuring at least 3 feet by 3 feet and read "Street Closed". Additional signage may be required for partial block closures.

Barricades are available for rent at various businesses including:

United Rental (503) 620-1235  
14020 SW 72nd Avenue  
Tigard  
(503) 620-1235



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## NEIGHBOR NOTIFICATION FORM

*Applicants for block parties shall provide an application and a notification form signed by all residents within the area to be seriously impacted by any requested temporary street closure, sound of amplified music, or any request which might have significant impact on area tenants. Failure to notify such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form.*

Contact Person \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

The Undersigned hereby petition the City of Sherwood to close \_\_\_\_\_ (Street)

Between \_\_\_\_\_ (Street) and \_\_\_\_\_ (Street) for a block party to be held on

\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

	NAME (Signature)	ADDRESS	PHONE
1			
2			
3			
4			
5			
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24			
25			

*You may attach additional sheets, if necessary.*

# BLOCK PARTY STREET CLOSURE TRAFFIC CONTROL MAP

(Typical)

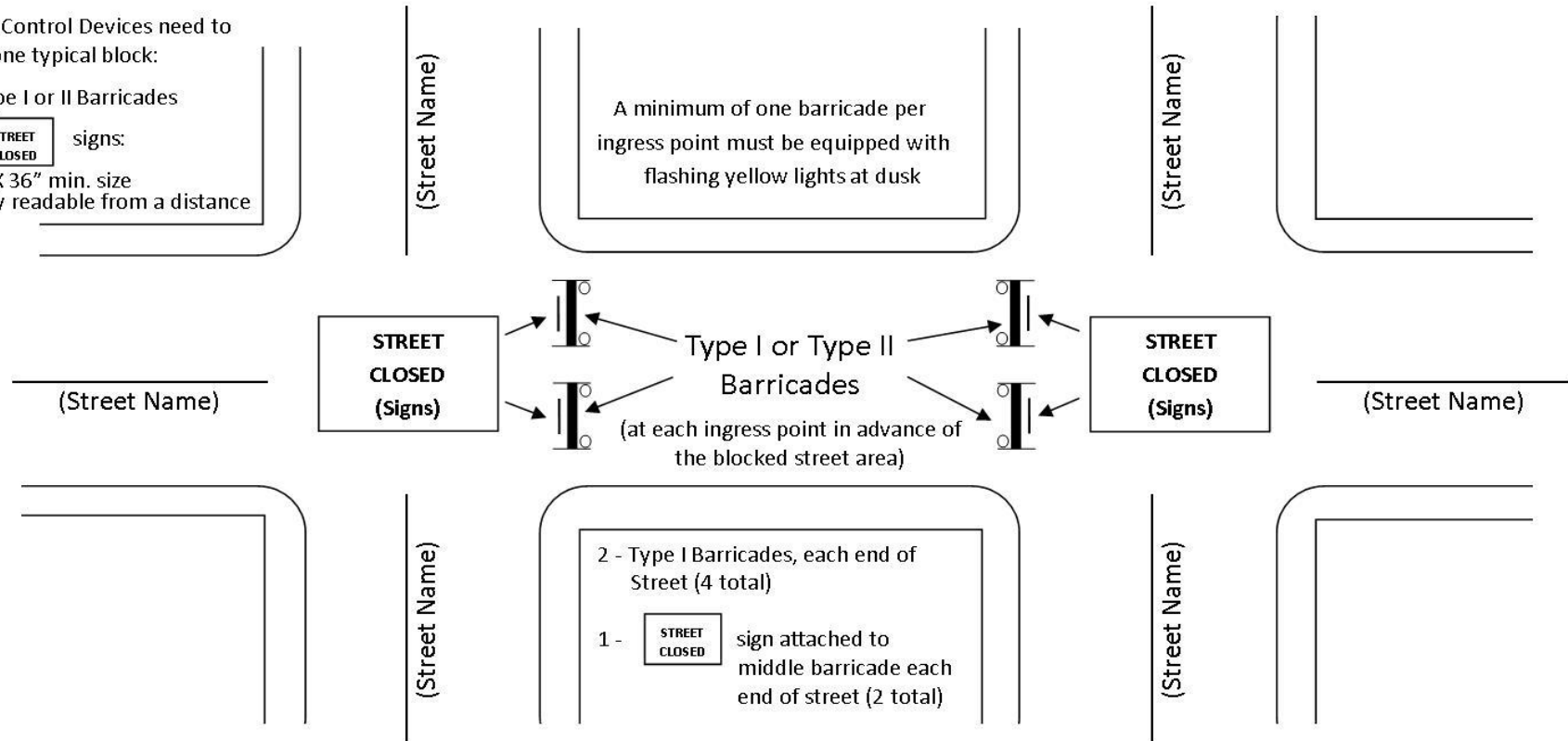
Traffic Control Devices need to close one typical block:

4 – Type I or II Barricades

2 –  signs:

36" X 36" min. size

Easily readable from a distance



**THIS EXAMPLE IS FOR A TYPICAL BLOCK CONFIGURATION.**

**IF YOUR STREET DOES NOT MEET THIS CONFIGURATION, YOU MAY BE REQUIRED TO PLACE ADDITIONAL BARRICADES AND SIGNS AND/OR SUBMIT A TRAFFIC CONTROL PLAN WITH YOUR APPLICATION.**

TRANSPORTATION SYSTEM MANAGEMENT				CITY OF SHERWOOD, OREGON	
TITLE OF STANDARD PLAN					STANDARD PLAN NO.
<b>STANDARD STREET CLOSURE TRAFFIC CONTROLS</b>					<b>1a</b>  <b>Block Party</b>
APPROVED	NO.	REVISIONS	DATE	BY	
CITY REPRESENTATIVE	DATE				