

# **BLOCK PARTY APPLICATION**

## **(\$25.00 Application Fee)**

1. Block Party Applications will need to be submitted two (2) weeks in advance.
2. Hold Harmless Application will need to be filled out.
3. Be as specific as possible in the description so that we have the best understanding of your event. Also, be clear as to what you need provided by the City.
4. Fire hydrants shall not be blocked by any vehicle any time.
5. An emergency vehicle safety lane of 20' must be maintained at all times.
6. City signed ordinances, such as the noise ordinance, shall be complied with at all times and in all regards unless otherwise approved.
7. No paint or other markings may be placed on the street surface.
8. The application fee is due at time of submission of the application and is non- refundable.



**City of Auburn**  
24 South Street  
Auburn, New York 13021  
(315)255-4146

## Block Party Application

(\$25.00 Application Fee)

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Date of Event*

\_\_\_\_\_  
*Start and End Time*

### CONTACT INFORMATION:

\_\_\_\_\_  
*Contact Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*E-Mail Address*

\_\_\_\_\_  
*Phone Number (cell phone)*

### STREET CLOSURES:

*Any event requiring a street closure requires 2 week advanced notice.*

Will any street(s) need to be closed for the event?       Yes       No

\_\_\_\_\_  
Street to be closed      \_\_\_\_\_ & \_\_\_\_\_  
Cross street      Cross street

\_\_\_\_\_  
Street to be closed      \_\_\_\_\_ & \_\_\_\_\_  
Cross street      Cross street

\_\_\_\_\_  
Street to be closed      \_\_\_\_\_ & \_\_\_\_\_  
Cross street      Cross street

Will street barricades be requested from the City?       Yes       No      How many? \_\_\_\_\_

Will traffic cones be requested from the City?       Yes       No      How many? \_\_\_\_\_

(Drop off locations for requested items must be identified on the site drawing)

*Banners/signs/other decorations are not to be attached to street barricades, traffic cones, light poles, or any other City property*

**SPECIAL EVENT APPLICATION  
Department Approval Summary**

FOR OFFICIAL CITY USE ONLY

<b><u>Department Recommendations:</u></b>	Approved	Denied	Additional Costs	Dept. Initials
City Manager <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
DPW <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
Fire Dept. <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____
Police Dept. <u>Additional Recommendations:</u> (attach supplemental pages as needed)	()	()	_____	_____

*If recommendation is denied, please attach a brief explanation*

**Date Received:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_

**Payment type: Cash:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

FOR OFFICE USE ONLY	
_____ <b>City Manager's Approval</b>	<b>Copy to Codes:</b> _____ Date
_____ <b>Date</b>	<b>Copy to Clerk:</b> _____ Date



## **GUIDELINES FOR BLOCK PARTIES**

- 1. Petition bearing signatures of the majority of the residents on the street in question.**
- 2. Time limit: 10:00 a.m. to 10:00 p.m.**
- 3. Enough parking for motor vehicles for block party attendees.**
- 4. Sidewalks must remain open to all pedestrians.**
- 5. NO alcoholic beverages will be allowed on the public sidewalk and street without the proper permit.**
- 6. Allow for a 20 foot right of way for emergency vehicles on the street.**

**Return Block Party and Hold Harmless Applications to the City Manager's Office, Memorial City Hall, 24 South Street, Auburn, NY 13021 or [slowe@auburnny.gov](mailto:slowe@auburnny.gov).**