



# Neighborhood Block Party Street Closure

## Instructions (Page 1 of 2)

Block parties are small-scale events that close not more than 1 or 2 blocks of a local service residential street for a small scale gathering, such as a neighborhood potluck or barbeque. Block parties are initiated by and are intended to attract only local residents who live on the street being closed. These instructions are for local residents who want to apply for a street closure permit that meets the following criteria:

### APPLICATION REQUIREMENTS:

#### **Block Party Events are not permitted to go beyond 10 PM. Permits are not issued for:**

- ✓ Any street other than local service residential streets.
- ✓ Any street used as bus routes or for bus layovers.
- ✓ Any street that has an intersection with a traffic signal.
- ✓ Any street that has a painted stripe indicating travel lanes.

#### **Application Steps**

- Complete and sign the application.
- Fill out the Street Closure Petition.
- Fill out the traffic control plan indicating street names, or submit an individualized plan if the block configuration is different than the example.
- Submit 1-3 above to the address listed at the bottom of this page, or send a scanned pdf to [jlagerwey@clackamas.us](mailto:jlagerwey@clackamas.us)

#### **Additional Instructions**

1. If you have any questions, contact the Engineering Permit Specialist at 503-742-4691. We will assist you in determining if your event qualifies for a block party permit, or if a different type of permit is required.
2. Hand-carry the petition to each neighbor and obtain proof of notification in the form of signatures on the petition. If a house is vacant, indicate that on the petition. You need to account for all of the addresses on the block and abutting properties to the closed street. For rental properties, if you cannot obtain signatures from the individual units, you need to obtain a signature from the property Management Company or landlord. Please document all attempts to obtain property owner/representative signature of notification on the petition.
3. Turn in the completed application, petition and traffic control plan to the Engineering Permit Specialist, attention Block Parties, by postal mail, fax, email, or by delivering it in person (addresses are on the application). The applicant will be called if any follow-up is needed. Submit the application at least three weeks prior to the block party date.
4. Once the application has been approved by County DTD, the permit will be mailed or emailed to the applicant/permittee. Print the email address and mailing address clearly on the application.
5. The permittee is responsible for providing the barricades to close the street. Arrange to have three Type I barricades with "Street Closed" signs (equipped with flashing yellow lights if the street will be closed after dusk) to be placed at each end of the street OR any other specific devices required on the approved traffic control plan. You may find companies that rent barricades by searching for "Barricades" or "Traffic Flaggers" either on the internet or in the phone book. As the permit holder, you are responsible for providing and placing barricades, and for their removal by the stated end time of the permit.



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## Instructions (Page 2 of 2)

6. Keep the permit available on site for review if a Sheriff's Deputy or another authorized representative of Clackamas County asks to see it.
7. If you want to have amplified music, you may need a Noise Ordinance Variance from the Clackamas County Sheriff's Office. You need to apply no later than two (2) weeks prior to your event. You may contact the Sheriff's Office at 503-785-5000, or at [www.clackamas.us/sheriff](http://www.clackamas.us/sheriff).
8. No insurance is required for this permit. However, you may want to insure the event through one of the options listed below:
  - Many home-owners' policies offer coverage for an event
  - A special rider may be purchased to cover the closure
  - Many insurance agencies may put together what is called a special event policy

### Notes



# Neighborhood Block Party Application

For Block Party Street Closures

Office Use Only:

RW#:

THIS APPLICATION CONVERTS TO A STREET CLOSURE PERMIT ONCE SIGNED BY COUNTY ROAD OFFICIAL

### APPLICANT / PERMITTEE INFORMATION

Name:

Address:

City:

State:

ZIP Code:

Primary Phone: ( )

Other Phone: ( )

Fax:

Email:

Street(s) to be closed:

### EVENT INFORMATION

Event Date:

Begin Time:

End Time:

**Indemnification.** The Permittee for the event, by his/her signature below, hereby agrees to at all times indemnify and hold harmless Clackamas County, its elected officials, officers, employees, and agents, against any and all claims, actions, loss, damage, cost, expense or liability, including expenses of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by Permittee.

**Terms & Condition Requirements.** Permittee shall accept and comply to the terms, conditions, and requirements of the permit and the stamped, approved Traffic Control Plan.

***By signing below, the permitte agrees to all terms, conditions and requirements listed herein.***

\_\_\_\_\_  
**Applicant/Permittee Signature** *(Permit is not valid without signature)*

Print Name:

Date:

### FOR COUNTY STAFF USE ONLY

\_\_\_\_\_  
**County Road Official Signature**

\_\_\_\_\_  
**Date**

*(This document is not valid without a County Road Official signature and a signed DTD stamp. A stamped approval authorizes a street closure.)*

Refer to attached document for approved Traffic Control Plan for placement of traffic control devices.

Permit authorizes closure of street by placing Type I Barricades with "STREET CLOSED" signs at each end of the block per the County Traffic Engineer's requirements as shown on the attached traffic control plan. All barricades to be equipped with flashing yellow lights at dusk.



# Neighborhood Block Party Conditions

## Conditions of the Permit for the Use of Dedicated Street Area

The permit granted is personal to the permittee only, and may not be transferred, assigned, or otherwise conveyed.

The permittee shall, at his/her own expense, provide barricades, signs, illumination, and any other safety or traffic control device required by the County Traffic Engineer. All barricades shall be removed by 10:00 p.m. or the stated end time of the permit, whichever comes first, and the street shall be reopened to its normal use.

This permit is for use of the street area only; the permitted area shall be subject to the necessary use by emergency vehicles; a 15ft wide emergency lane shall be maintained at all times.

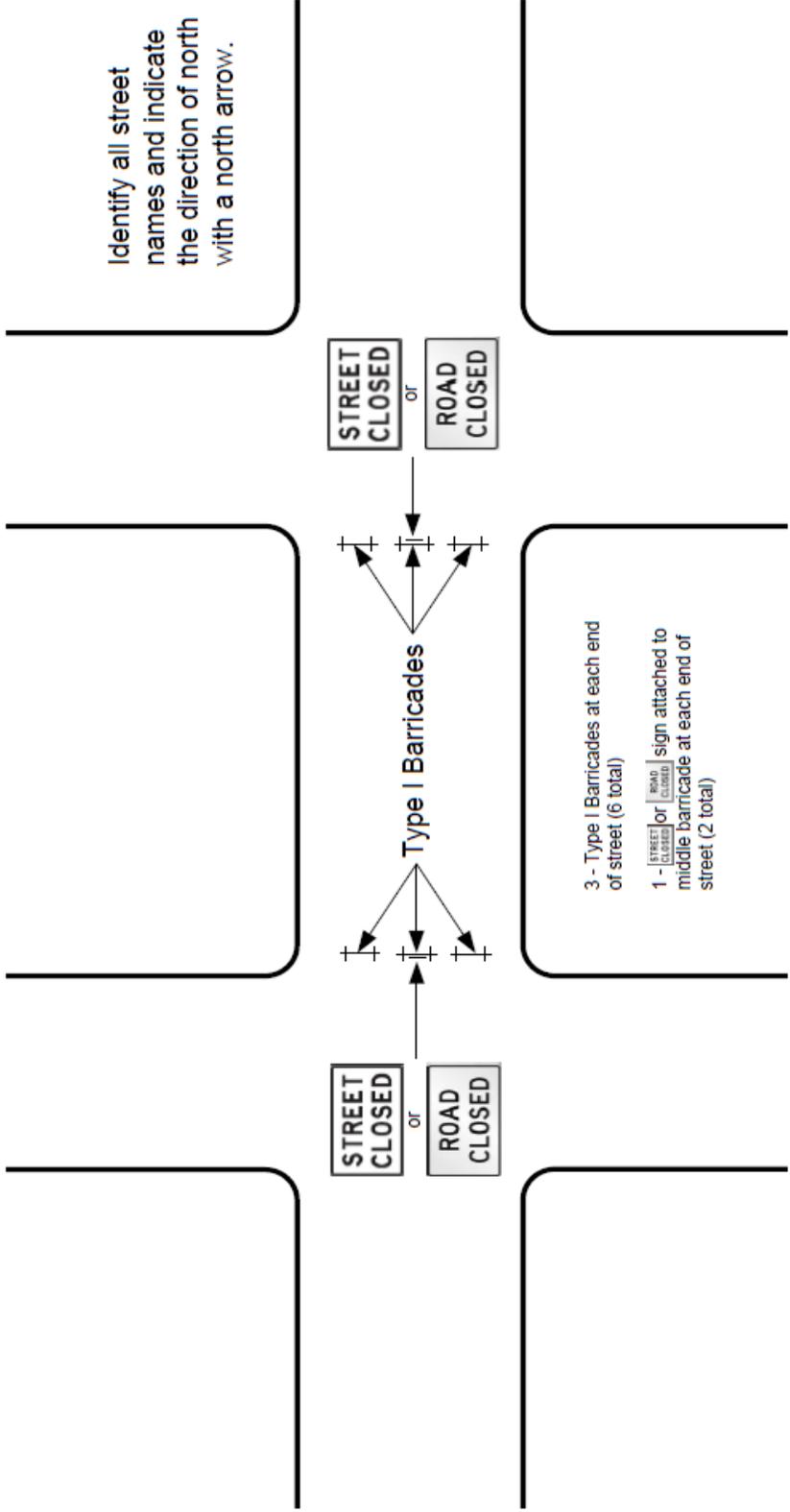
This permit shall not exempt the permittee from obtaining any licenses or permit as required by the County for any act to be performed under this permit, nor shall this permit waive the provisions of any County Code except herein stated.

The Permittee for the event agrees to at all times indemnify and hold harmless Clackamas County, its officers and employees, against any and all claims, actions, loss, damage, cost, expense or liability, including expenses of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by the activities of Permittee, or its officers, agents or employees.

This permit is revocable at any time by Clackamas County, and no expenditure of money or lapse of time, or any other act or thing shall operate as an estoppel against the County or be held to give the permittee any vested or other right. Upon expiration or revocation of this permit the permittee shall immediately reopen said street to the normal use of the public.



# TYPICAL BLOCK PARTY STREET CLOSURE TRAFFIC CONTROL



Identify all street names and indicate the direction of north with a north arrow.

3 - Type I Barricades at each end of street (6 total)  
 1 - "STREET CLOSED" or "ROAD CLOSED" sign attached to middle barricade at each end of street (2 total)

This example is for a typical block configuration. If your street does not meet this configuration, you may be required to submit a traffic control plan with your application.

