



BLOCK PARTY / EVENT -- PERMIT APPLICATION

Today's Date: ____/____/____ Applicant's Name: _____

Email Address (Required) _____

Address: _____ Subdivision (if known): _____

Location for permit use [Street(s) to be closed]: _____

Date requested for permit use: _____ Start time: _____ End Time: _____

Person in Charge – Name & Address: _____

Cell Phone Number (must be accessible during event): _____

- Events / Block Parties shall be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares; main intersections; or collector streets may be used.
- All residents living on the street or block, for which the event is planned, shall be contacted about the Event / Block Party. All resident affected by the event shall sign-off (obtain signatures) stating that they do not object to the event / block party.
- A site plan of the event is required. Must have definite start and end times. Street(s) involved.
- "Hard" barricades may be set up one hour prior to the event. Ribbon, tape, or traffic cone barricades may be used as an alternative. An aisle (12-foot wide) shall be left in the street to permit passage of emergency vehicles or vehicles of residents. All barricades must be removed immediately after event.
- There shall be no stationary vehicle(s), table(s) or other obstruction(s) on the street or cul-de-sac.
- Dancing in the street is allowed as long as the stereo equipment is off the roadway.
- Block parties are subject to laws (i.e. loud music, disorderly conduct, etc...). If a complaint is received regarding minor violations, the Sherriff's Office or TOHC-PD will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disbanded and/or moved inside.
- Fire hydrants, street signs, and home addresses shall not be obstructed in any way. They shall not be decorated or disguised.
- The Fire Marshal's Office shall inspect or review the location and cause any violations to be corrected before event starts.
- The possession and use of any fireworks, including sparklers, or any open flames (bon-fires) is prohibited in the El Paso County due to the local "Burn Ban".
- Applicant(s) shall be responsible for the pick-up of trash and garbage within 2 hours of the end of the event.
- If using a tent greater than 400 square feet, an operational permit shall be obtained from the Fire Marshal's Office and shall be posted at event.
- Events / Block Parties will be authorized by the Fire Marshal or his designees. All requests must be submitted at least ten (14) business days in advance. This time limitation may be waived at the discretion of the Fire Marshal.

Applicant's Signature -- Person in Charge

Date

***** DEPARTMENT USE ONLY *****

Approved by Fire Marshal/Designee: _____ Unit #: _____

Date Issued: _____ Permit #: _____