CITY OF CEDAR HARBOR

Demonstration document. The City of Cedar Harbor is fictional.

Block party permit form

A block party permit lets neighbors close 1 block of a residential street to cars for a few hours. The permit is free. Apply at least 15 business days before your party.

Streets you can close

You can close a quiet residential block. You cannot close Harborfront Way, Tidewater Avenue, Ferry Street or any street with a bus route, because emergency vehicles and buses depend on them.

What to do

1. Talk to your neighbors. Collect a signature from at least 2 of every 3 households on the block.
2. Fill in the details listed below.
3. Send the form and the signatures to Public Works at least 15 business days before the party.
4. Wait for our reply. We answer within 5 business days.
5. Pick up barricades from the Public Works Yard on the last business day before the party.
6. Return the barricades on the first business day after the party.

What the form asks for

The details to give on a block party permit form

Detail	What to write
Organizer	The name, address, phone number and email address of an adult who lives on the block and will be there all day
Second contact	The name and phone number of another adult on the block

Detail	What to write
Block to close	The street name and the 2 cross streets, such as "Lantern Street between Cedar Street and Ferry Street"
Date and times	The date, the time the street closes and the time it opens again. The street must open by 10 p.m.
Number of people	About how many people you expect
What is planned	For example, a shared meal, games for children or live music
Barricades	Whether you will borrow city barricades, with a $50 deposit, or bring your own
Signatures	The address and signature of 1 adult in each household that agrees

Rules for the day

- Keep a lane 12 feet wide clear down the middle of the street for fire trucks and ambulances. Use tables and chairs that 2 people can move in under a minute.
- Let neighbors drive in and out of their driveways when they need to.
- An adult must stay at each barricade or within sight of it.
- Do not sell food, drinks or anything else.
- Keep music low enough that neighbors on the next block are not disturbed, and turn it off by 9 p.m.
- Clean the street and take down all signs before you open it.

Cost

The permit is free. Borrowing city barricades takes a $50 deposit, which we return when you bring them back.

Where to send it

Email publicworks@cedarharbor.example, or bring the form to the Public Works Yard, 40 Mill Creek Road, Monday to Friday, 8 a.m. to 5 p.m. Questions? Call 555 555 0140.