

# GUIDELINES FOR BLOCK PARTY PERMIT

1. Applications must be submitted at least 10 days prior to the requested date to the Office of the City Manager.
2. For approval, a minimum of 90% of households in directly affected area must agree. A signature page is supplied at the end of this application.
3. Residents within a 4 block area must receive written notification of block party date and time. A copy of the notification letter must be attached to this application.
4. Streets shall remain accessible to emergency vehicles at all times.
5. All music, amplified sound, or noise above normal conversation shall cease at 9:00 p.m.
6. Permits shall terminate at 12:00 a.m. midnight and any blockades or barriers must be removed.
7. The applicant to whom this permit is granted is held responsible for any violations of the provisions herein.

Completed permit application forms should be completed and returned no less than 10 days prior to the planned event date.

Application may be submitted by email to [specialevents@westerville.org](mailto:specialevents@westerville.org) or mailed to:

**CITY OF WESTERVILLE COMMUNITY AFFAIRS  
ATTN: SPECIAL EVENTS  
21 S. STATE ST.  
WESTERVILLE, OHIO 43081**

Questions? Contact (614) 901-6400 or [specialevents@westerville.org](mailto:specialevents@westerville.org)

# APPLICATION FOR BLOCK PARTY PERMIT

## APPLICANT CONTACT INFORMATION

NAME				
HOA NAME, <i>if applicable</i>				
ADDRESS				
CITY, STATE, ZIP				
ORGANIZER PHONE	MOBILE/HOME		OFFICE	
DAY-OF EVENT PHONE				
EMAIL				

## BLOCK PARTY DETAILS

DATE: \_\_\_\_\_ TIME BEGIN: \_\_\_\_\_ TIME END: \_\_\_\_\_

STREET TO BE BLOCKED: \_\_\_\_\_

STREET TO BE  
BLOCKED BETWEEN: \_\_\_\_\_ AND \_\_\_\_\_  
STREET STREET

NUMBER OF HOUSEHOLDS AFFECTED: \_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PLANNED ACTIVITIES & ENTERTAINMENT:

ARE YOU REQUESTING VISITATION FROM THE DIVISION OF FIRE OR POLICE? YES NO

**For a Division of Fire visit, please contact:**

**JENNIFER MILLER**  
Support Services Coordinator  
Division of Fire  
**Phone:** (614) 901-6601  
**Email:** jennifer.miller@westerville.org

**For a Division of Police visit, please contact:**

**LT. GREG FRANNEY / ALEX ESPARZA**  
Community Services Bureau  
Division of Police  
**Phone:** (614) 901-6860  
**Email:** crimeprevention@westerville.org

## RESIDENT SIGNATURES

Please obtain signatures from 90% of households below.

RESIDENT NAME	ADDRESS	SIGNATURE

## APPLICATION AGREEMENT AND SIGNATURES

I certify that I have read, understand and agree to abide by the policies and procedures of the City of Westerville as they pertain to the block party I am proposing and the permit I am hereby requesting. I also agree to comply with any special instructions noted on the approved permit. I understand that additional restitution for any damages to City property incurred during use will be my responsibility.

DATE OF APPLICATION: \_\_\_\_\_

PERMIT APPLICANT: \_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE