CITY OF PORTLAND BUREAU OF TRANSPORTATION

BLOCK PARTY – INSURANCE OPTIONAL
STREET CLOSURE APPLICATION INSTRUCTIONS

Block parties are small-scale events that close not more than 1 to 4 blocks of a local service residential street for a small scale gathering, such as a neighborhood potluck or barbeque, or intersection repair projects with revocable permit for intersection modifications. 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:

Block Party – Insurance Optional - 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 white strip indicating travel lanes.

Other considerations:

- Events are not permitted to go beyond 10 p.m.
- Events are not permitted for the same location more than once in a calendar month.
- Events may not serve alcoholic beverages in the closed street area. City Code Section 14A.50.010, states it is unlawful for any person to drink alcoholic liquor upon any street, sidewalk, or other public right of way. It is unlawful for any person to have in his possession while upon any street, sidewalk, or other public right-of-way any bottle, can, or other receptacle containing any alcoholic liquor which has been opened or a seal broken or the contents of which have been partially removed.

Application Steps

- Fill out and sign the application.
- Fill out and complete the *Street Closure Petition.*
- Fill out the traffic control plan indicating street names.
- Submit all three forms along with payment to the Parks Customer Service Center, attention Block Parties, by postal mail, fax or by delivering it in person (addresses are on the application).

Detailed Instructions for Application Completion

1. If you have any questions, contact PBOT (503-823-4003). 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. Return the completed application, petition and traffic control plan to the Parks Customer Service Center, attention Block Parties, by postal mail, fax 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 two weeks prior to the block party date.

4. Once the application has been approved by PBOT, 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. 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.

6. Keep the permit available on site for review if a police officer or another authorized representative of the City of Portland asks to see it.

7. If you want to have amplified music, you may need a permit from the City of Portland Noise Control Office. There is an application fee. You need to apply two (2) weeks prior to your event or an accelerated fee may be assessed. You may pick up an application from your district coalition office or visit the Noise Control Office’s website on PortlandOnline.com.

8. Block Party Permit fees are assessed per the current fee schedule as approved by City Council.

9. **For this permit, we do not require you to submit proof of insurance; 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**
   - **Tenant Users Liability Policy (TULIP). The City has arranged to make available liability insurance through this program. Find information about TULIP at** https://www.portlandoregon.gov/bibs/60224

Non-discrimination notice: *The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. Any persons who believe they have been aggrieved by an unlawful discriminatory practice have the right to file a formal complaint with PBOT. Contact the Title VI Coordinator at 1120 SW 5th Ave, Room 1104, Portland OR 97204, or by telephone 503-823-2559, City TDD 503-823-6868.* ***Accommodation requests:*** *To help ensure equal access to City programs, services and activities, we will provide auxiliary aids and services to persons with disabilities. Please call 503-823-5185.*

CITY OF PORTLAND BUREAU OF TRANSPORTATION

BLOCK PARTY STREET CLOSURE PETITION

Contact Person _____

Day Phone _____ Evening Phone _____

The Undersigned hereby petition the City of Portland for a permit to close_____
(Street)

between _____ and _____ for a block party to be held on
(Street) (Street)

_____ from _____ until_____ for the
(Day/date) (Time) (Time)

following event and activities: _____
(please describe event)

_____
(additional space for event details)

Applicant to make additional copies of form as needed to obtain all signatures on the block. If a resident cannot be contacted, document all attempts on this form. Affected residents include not only those whose driveways will be affected by the street closure, but also those whose properties abut the closed street.

_____

By signing below, we, abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

	NAME (signature)	ADDRESS	PHONE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

CITY OF PORTLAND BUREAU OF TRANSPORTATION

BLOCK PARTY STREET CLOSURE PETITION

The Undersigned hereby petition the City of Portland for a permit to close _____
(Street)

between _____ and _____ for a block party to be held on
(Street) (Street)

_____ from _____ until_____ for the
(Day/date) (Time) (Time)

following event and activities: _____
(please describe event)

	NAME (signature)	ADDRESS	PHONE
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
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34			

BLOCK PARTY STREET CLOSURE TRAFFIC CONTROL

(Typical)

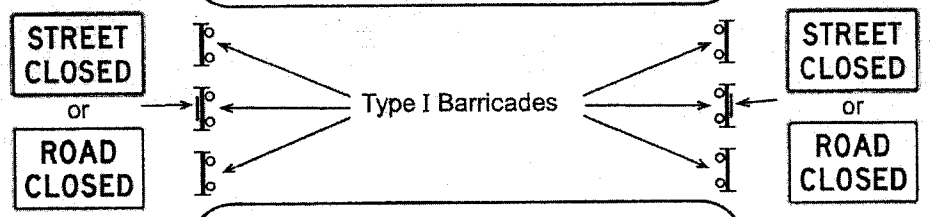
Traffic Control Devices needed to close one typical block:

6- Type I Barricades

2- STREET CLOSED or ROAD CLOSED signs: 30" x 24" min. size

Barricades must be equipped with flashing yellow lights at dusk.

Applicant to identify streets by name and indicate the direction of north with an arrow.



3- Type I Barricades, each end of street (6 total)

1- STREET CLOSED or ROAD CLOSED sign attached to middle barricade 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.

TRANSPORTATION SYSTEM MANAGEMENT — CITY OF PORTLAND, OREGON

TITLE OF STANDARD PLAN
STANDARD STREET CLOSURE TRAFFIC CONTROLS

STANDARD PLAN NO.
4a
Block Party

APPROVED
Robert M Bringfield 6/11/08
CITY TRAFFIC ENGINEER — DATE

NO.	REVISIONS	DATE	BY