



EVENT NOTIFICATION

You are required to give notification of the upcoming event to the area where the event is being held. Notification should be made as follows:

1. Contact adjacent properties along the closed street. Provide proof of this notification by completing the Signature of Notification Form (page 10) and gather signatures from each property. Portland Bureau of Transportation uses www.portlandmaps.com to check submitted signatures; this may be a helpful tool for applicants to use in obtaining signatures.
2. Leave a notification flyer at each property. This flyer shall include event date, time, location, contact information of the applicant for questions or concerns and include the contact information for City of Portland Community Event Program (503. 823.7073). Please include a copy in your application packet.
3. Neighborhood Association (NA) where the event is being held. See the instructions on page 4 more information.

Example Flyer

STREET EVENT NOTICE



N Killingsworth between Interstate & Concord will be closed for a community event.

WHEN: Saturday, July 23rd from 6am-5pm, the event starts at 9am and ends at 3pm

WHY: Street Party! All are welcome, the event is **FREE** and **OPEN** to everyone. Food carts, live music, and other entertainment!

WHO: Fantastic Business Association

If you have any concerns about the street closure, please contact the event coordinator at ()__-__ or the community event program office at 503-823-7073