

**Community Event Street Closure Permit Application  
For Businesses and Nonprofit Organizations**



**NEIGHBORHOOD ASSOCIATION NOTIFICATION LETTER**

*Complete this letter, submit one copy to the Neighborhood Association and submit one copy to PBOT in your application packet.*

*If you do not know which Neighborhood Association or where to send this letter, contact the Office of Neighborhood Involvement: 503.823.4519 or check their website: [www.portlandoregon.gov/oni/28381](http://www.portlandoregon.gov/oni/28381)*

Date submitted to the Neighborhood Association :

Dear:

*Please list the name of your Neighborhood Association above*

The following organization is applying for a permit from the City of Portland’s Bureau of Transportation to close the street or portion thereof for the purpose of holding a community event. We would like your feedback on our proposed event and will strive to accommodate the needs of the neighborhood to make this event a success for everyone. If you have any questions or concerns. Please contact me in writing or by phone as listed below:

You may also contact the City of Portland’s Bureau of Transportation at (503) 823-7073 or (503) 823-1099 or via email at [pbotcommunityevent@portlandoregon.gov](mailto:pbotcommunityevent@portlandoregon.gov).

As part of the application process, we are required to provide to you the following information:

|  |   |
|--|---|
| Name of organization applying for the permit:                                      |   |
| Contact person:  | Phone: <input type="checkbox"/> Office <input type="checkbox"/> Cell <input type="checkbox"/> Alt |
| Name of non-profit recipient organization (if different):                          |   |
| How is the recipient organization benefiting from this event: (% of profits, etc.) |   |

|                                    |  |
|------------------------------------|--|
| Name of event:                     | Will alcohol be served in the street? : <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Event date(s):                     |  |
| Number of attendees expected:      |  |
| This event is being advertised to: | <input type="checkbox"/> Local neighborhood <input type="checkbox"/> Regional/Citywide           |

**Location of Closure**

|  |                |                            |
|--|----------------|----------------------------|
|  | Between        | and                        |
| Street closure times                             | Set up starts: | Event ends:                |
|  | Event starts:  | Street cleared and opened: |
| Details of the event: (vendors, live music, ect) |                |                            |

Sincerely, Event Coordinator \_\_\_\_\_