



BLOCK PARTY

RIGHT-OF-WAY USE PERMIT

BLOCK PARTY CHECKLIST

- ☐ Gather signatures from neighbors
- ☐ Submit application (14 days prior)
- ☐ Tent permit (if applicable)
- ☐ Pick up barricades (weekday before)

A 'block party' is defined as a recreational and/or social gathering of persons living within a single block of a residential area upon a public street or City-owned right-of-way.

APPLICATION PROCESS

To obtain a permit for a block party, submit an application to the City of Peoria Public Works Department **no later than 14 days prior** to the requested event date. Applications along with any required signatures (see next section) must be submitted to the following:

City of Peoria Public Works
Permits Section: Block Parties
3505 N. Dries Lane, Room 114 D
Peoria, Illinois 61604

REQUIRED SIGNATURES

If this is the **first year** for your event, you must obtain approval from all residents and businesses that will be affected by the closure of the street. On the back of the application, please include names, addresses, phone numbers and **signatures of all residents and businesses within the area to be blocked**.

Annual block parties must apply for a permit each year, but events held for *consecutive years in the same location* are only required to **obtain signatures every four years**. If a permit for the block party was not obtained in the previous year, it will be treated as a first time block party and will require signatures.

TENTS AND AWNINGS

Tents and awnings must be inspected by Fire Department personnel. Tent stakes cannot be driven into driving surfaces or concrete walks. Questions or to obtain a tent permit, call the Peoria Fire Department at (309) 494-8700.

BARRICADES

The individual(s) or organization sponsoring the block party is responsible to **set up barricades** before the event. Barricades can be picked up on the weekday before the event from the following location:

Public Works Operation and Maintenance Facility
3505 North Dries Lane
Hours: **Monday through Friday 7:30 a.m. to 3:30 p.m.**
Barricade information: (309) 494-8854

A barricade request form must be completed and a **deposit of \$25.00** must be paid at that time. The \$25 deposit will be refunded in full upon the return of the barricades in good condition. Applicant will be provided with four barricades that are 8-feet long. Please, bring a vehicle capable of hauling large items.

ADDITIONAL RULES AND GUIDELINES

- All block parties must end by 10:00 p.m.
- The block party sponsors shall maintain an area of approximately 12-feet wide for use as an emergency lane at all times during the event.
- Alcoholic beverages shall not be sold. If alcoholic beverages are served, the sponsors are responsible for making sure they are NOT consumed by minors.
- Fireworks are not permitted.
- The block party sponsors are responsible for cleaning up the area.

Questions? Call (309) 494-8803 or www.ci.peoria.il.us/block-party



BLOCK PARTY PERMIT APPLICATION

PUBLIC WORKS DEPARTMENT
RIGHT-OF-WAY PERMITS SECTION

APPLICANT INFORMATION

APPLICANT NAME _____

SPONSORING ORGANIZATION _____

MAILING ADDRESS _____ DATE OF BIRTH _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ CELL () _____ FAX () _____

EMAIL ADDRESS _____

EVENT INFORMATION

LOCATION (Specify hundred block, street name from cross street to cross street, example: 200 block Main from 1st to alley)

EVENT DATE _____ TIME OF EVENT _____ to _____

RAIN DATE _____ TIME OF EVENT _____ to _____

ESTIMATED NUMBER OF ATTENDEES ☐ LESS THAN 50 ☐ 50-100 ☐ 101-150 ☐ 150+

DO YOU PLAN TO USE A TENT? ☐ YES ☐ NO AWNING? ☐ YES ☐ NO

PLANNED EVENTS/ACTIVITIES/DISPLAYS _____

☐ FIRST YEAR FOR EVENT

☐ SIGNATURES INCLUDED (on the back of application)

☐ ANNUAL EVENT WITH PERMIT ISSUED LAST YEAR (only consecutive years apply)

☐ SIGNATURE RENEWAL DUE (signatures required every four (4) years)

PERMIT NUMBER FROM PREVIOUS YEAR(S) _____

LIST ANY CHANGES FROM PREVIOUS YEAR TO APPLICANT NAME _____

LIST ANY CHANGES FROM PREVIOUS YEAR TO EVENT LOCATION _____

APPLICANT SIGNATURE _____

DATE _____

Office Use Only

Traffic Engineering approved by: _____ Date: _____

Police approved by: _____ Date: _____

Fire approved by: _____ Date: _____

Right-of-Way permits approved by: _____ Date: _____

Routed
Permit #
Signatures
Dries Faxed

City of Peoria Public Works Department
Right-Of-Way Permits: Block Party
3505 N Dries Lane, Room 114D
Peoria, Illinois 61604

QUESTIONS (309) 494-8803



**PERMISSION TO CLOSE STREET FOR THE PURPOSE OF A
BLOCK PARTY**
PUBLIC WORKS DEPARTMENT, RIGHT-OF-WAY PERMITS SECTION

STREET TO BE CLOSED: _____

EVENT DATE: _____ TIME: _____

RAIN DATE: _____ TIME: _____

ADDRESS	NAME	PHONE	SIGNATURE

*If additional space is required, it may be included on a separate piece of paper.

City of Peoria Public Works Department
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