



*“... meeting community needs...enhancing quality of life.”*

**DEPARTMENT OF PUBLIC WORKS**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**(920) 832-6474**  
**FAX (920) 832-6489**

## **CITY OF APPLETON BLOCK PARTY POLICY**

### **POLICY**

It is the Policy of the City that Street Occupancy Permits be granted for the purpose of having a “Block Party” only when all parties contiguous to the block to be closed are free to participate in the event.

An applicant for such a permit shall provide evidence of having contacted all affected properties for the purpose of expressing a willingness to participate, or no objection.

Clerical staff shall check all requests against the Work Zone Tracker System and the list of known or anticipated special events for street closure conflicts. If such a conflict exists, the Traffic Section should be contacted for assistance and approval. No Block Party Permits shall be issued on designated Arterial, Collector, Special Status or CBD streets.

### **Write a letter to:**

Department of Public Works  
100 North Appleton Street  
Appleton, WI 54911-4799

### **Include in the letter:**

- { Reason to close the street.
- { Street you wish to close.
- { Location of the street (between what 2 intersections).
- { Date and hours the street will be closed (not to exceed 11:00 p.m.).
- { Signature of agent. (Include address and telephone number.)
- { Attach a petition with signatures of all adjacent residents approving the closing of street for a party.

Your request will be e-mailed to the Alderperson of your ward. You will be notified by telephone if your permit has been approved five days after your Alderperson has been notified.

The Department of Public Works will notify you to pick up your permit. At that time we will also process a \$1,000 Liability Performance Bond. The permit fee is \$5.00.

Approved permits will be entered into the Work Zone Tracker by clerical staff at the time the permit is issued.

The Applicant/Permittee is responsible for supplying the necessary barricades for proper street closure. Standards for barricades are set forth in the *City's Temporary Traffic Control Manual* (see the detail for "Typical Road Closure on Local Roadway"). **Documentation of proper barricading will be provided 10 days prior to the event and the documentation will be a letter from said supplier stating their approval of use of such barricades.**

Updated 4/22/09