



Village of Downers Grove Public Works Department
 5101 Walnut Ave, Downers Grove IL 60515
 630-434-5460

BLOCK PARTY REQUEST FORM

Block Parties are held between the 1st Weekend of April and the 3rd Weekend of October

Please complete the information below, sign, and date

Applicant Name: _____ ☀ Email: _____
 Address: _____ ☀ Phone: _____
 Street to be Closed: _____ ☀ Date of Party: _____
 Between _____ & _____ ☀ Rain Date: _____
 Time of Party: START _____ END _____ *Maximum time of 8 hours allowed*

Request Fire Department stop by during block party for a visit: YES ____ NO ____
 ➤ *The Fire Department will visit your block party if they are available and not out on a call.*

As the event sponsor of this block party, my signature on this form verifies I agree that:

- This permit is intended for a neighborhood block party and not a sole resident party.
- Signatures from a minimum of 25% of the households on the portion of the street that is to be blocked off for the party are to be obtained on the *Resident Signature Form*, and submitted prior to final permit approval.
- I am responsible for pickup and drop off of Village barricades and any damage occurring to barricades.
- I have read and understand Village of Downers Grove Municipal Code Sections 4.102 and 15.205 regarding permitting and noise as it pertains to block party permits.

Signature: _____ Date: _____

PLEASE NOTE

- Completion of **both** the signed *Block Party Request Form* and *Resident Signature Form* are required for approval of a Block Party permit. Block Party applications may be submitted without the *Resident Signature Form* accompanying it, however, the *Resident Signature Form* is required before final approval is granted. Submission of these forms does not guarantee a permit, and the request must go through the approval process at Public Works once submitted.
- You may submit your *Block Party Request Form* and *Resident Signature Form* online at www.downers.us/forms/block-party. Alternately, you may mail or drop them off at Public Works located at 5101 Walnut Ave., Downers Grove IL 60515. *Questions may be directed to 630-434-5460.*
- An email will be sent as confirmation of receipt of your Block Party Request, as well as to notify you of approval or denial of the Block Party.
- **Approval of a block party will be granted provided no other major projects are occurring during the date requested.** Parties may be denied if activities such as roadway construction, storm sewer or water main installation, or a community event affect traffic on the block.
- In order to close the road for a Block Party, two Type 1 barricades are required by Village Ordinance. **The block party event sponsor is to pick up the barricades on the Friday before the party at the Public Works facility, located at 5101 Walnut Ave, between the hours of 7:30am and 5pm.** *Barricades are not available after 5pm.*
- **A \$30.00 refundable deposit PAYABLE BY CHECK ONLY is required for the barricades at time of barricade pickup.** The Block Party permit holder is responsible for monitoring the barricades during the time they are in their possession to prevent damage or theft.
- **Barricades must be returned the Monday following the block party.**
- Live music is allowed. Per Village Ordinance, noise levels must be kept to a minimum after 10pm. Be courteous of neighbors by keeping bands, stereos, and all sound amplification to reasonable levels.