

# Neighborhood fun means a block party!

To apply for a Block Party Permit, please fill out a request form. Return the **Block Party Request Form** and the **Resident Signature Form** at least three weeks prior to the party date to allow notification to all appropriate Village Departments. Block Party permits are issued for events between the first weekend of April and the third weekend of October each year. You may return the request form in person or mail to:

Attn: Block Party Request  
Public Works Department  
5101 Walnut Avenue  
Downers Grove, IL 60515-4074

or

Submit your Block Party Request Form and  
Resident Signature Form  
on-line at  
**[www.downers.us/forms/block-party](http://www.downers.us/forms/block-party)**

Approval of a block party will be granted provided no other major projects are going on during the time requested. Parties may be denied if activities such as roadway resurfacing, storm sewer installation, or a community event are affecting traffic on the block.

A letter will be mailed or emailed upon approval of the Block Party. Residents will be notified by phone, letter, or email if request is declined.

In order to close the road for a Block Party, two Type 1 barricades are required by Village Ordinance. Residents can pick up barricades at the Public Works Facility, 5101 Walnut Avenue, on the Friday prior to your party date between the hours of 7:30 a.m. and 5:00 p.m. Barricades are not available after 5:00 p.m. Barricades must be returned the Monday after the party as they are used for subsequent parties.

A **\$30.00** refundable deposit is required for the barricades. This deposit must be in the form of a **check**. The permit holder will be responsible for monitoring the barricades during the time they are in their possession to prevent damage or theft.

If you would like the Fire Department to visit your block party, please check the box on the request form. The Fire Department will plan to visit your block party, unless they are unavailable due to emergency calls.

## Frequently Asked Questions



### 1. How long can the street be blocked?

Streets can be barricaded for a maximum of 8 hours for a Block Party.

### 2. What if the party is cancelled?

Notify the Public Works Department Monday through Friday at 434-5460. On weekends contact the Village Operations Center at 434-5703, so the appropriate department can be notified.

### 3. Is live musical entertainment permissible?

Yes. Please be advised, per Village Ordinance, noise levels must be kept to a minimum after 10:00 p.m. Please be courteous of other neighbors and keep bands, radios, stereos or other sound amplification to reasonable levels.



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## Block Party Request Form

Name: \_\_\_\_\_

Date of Party: \_\_\_\_\_

Address: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start & End Time (limit 8 hours): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street to be Closed: \_\_\_\_\_

Intersecting Street(s): \_\_\_\_\_

Do you want the fire department to stop by for a visit during your block party? Yes  No

A \$30.00 refundable deposit in the form of a **check** is required for the barricades and must be received before the barricades are released. **NOTE:** Submission of this form does not guarantee issuance of a permit.

**Please fill out this entire form and submit along with the Resident Signature Form.**



Village of Downers Grove  
Public Works Department  
5101 Walnut Avenue  
Downers Grove, IL 60515

# BLOCK PARTY



## Neighborhood Fun Means a Block Party!

*You and your neighbors can enjoy  
a day of fun, games and great food!*



As the event sponsor of this block party, I agree that:

- This permit is intended for a neighborhood block party and not a sole resident party.
- Signatures from 25% of all residents affected by the block party have been obtained and have been submitted with this request form.
- I have read and understand Village of Downers Grove Municipal Code Chapter 4, Section 102, (<http://www.downers.us/public/docs/code/Chapter04.pdf>) as it pertains to block party permits.

I agree \_\_\_\_\_

Signature