



CITY OF ANN ARBOR BLOCK PARTY PERMIT
(Residential Area Only)

APPLICATION MUST BE RECEIVED TEN (10) BUSINESS DAYS BEFORE THE PERMIT IS NEEDED

Return Permit Application to:
City Clerk's Office
301 E. Huron St.
Ann Arbor, MI 48104
Phone: (734) 794-6140
Email: CityClerk@a2gov.org

Date: _____

Applicant (Name): _____

Address of Applicant: _____ Zip _____

Phone: _____ Applicant Email: _____

Permission is requested to close off (Name of Street) _____

From Intersection of _____ to Intersection of _____

Date of Event: _____ Rain Date: _____ Time of Event: _____ AM/PM to _____ AM/PM

NOTE: BLOCK PARTIES MUST END BY DUSK AND NO LATER THAN 9:00 PM

Barricades to block off the street are available at the City Clerk's Office located at Larcom City Hall 301 E. Huron Street, 2nd Floor, 734-794-6140. If barricades are desired, the permit holder may set up an appointment to pick them up between the hours of 8:00 AM and 5:00 PM, Monday - Friday and return them prior to 5:00 PM the fifth business day after the block party. Vehicles may not be used to barricade the street. Please take your approved permit with you when picking up barricades or you will not be issued barricades. Failure to return barricades may result in denial for future Block Parties.

Applicants must include a detailed diagram of the proposed block party area that includes the location of

- ☐ All obstructions. Obstructions include but are not limited to tables, chairs, games, booths, and/or cooking/ barbequing equipment.
- ☐ A proposed fire lane.
- ☐ Any fire hydrants.

Party Regulations: It is agreed that the block party participants will comply with the following responsibilities of sponsoring a block party:

1. The party will be conducted in a manner which does not disturb nonparticipating residents.
2. Use of a tent must have the signed approval of the Fire Marshal.
3. No liquor will be consumed on city streets.
4. All fire hydrants must be easily accessible to the Fire Department – a 20' fire lane must be maintained for the duration of the block party.
5. Block parties must end by dusk, and no later than 9:00 PM on **any day** for safety precautions due to limited sight.
6. The street must be cleared of all debris at the conclusion of the party.
7. Any barricades and signs will be taken down and removed at the conclusion of the party.

The Ann Arbor Police Department has the authority to halt the party if repeated complaints are received for inappropriate activity or unnecessary noise on the part of the participants. **All affected households MUST be notified of the Block Party and at least 70% of those households must sign to approve the block party permit. This means an adult/ responsible member of an affected household must sign to approve on behalf of the household.**

Applicant Signature _____ Date _____

INTERNAL USE ONLY:

POLICE DEPARTMENT APPROVAL: _____ FIRE DEPARTMENT APPROVAL: _____

TRANSPORTATION APPROVAL: _____ CITY CLERK APPROVAL: _____

NOTIFICATION OF STREET CLOSING FOR BLOCK PARTY

Applicant (Name): _____

I hereby grant permission for the aforementioned applicant to close off my street:

Name of Street: _____

From Intersection of _____ to Intersection of _____

Date of Event: _____ Rain Date: _____ Time of Event: _____ AM/PM to _____ AM/PM

NAME/ SIGNATURE:

ADDRESS:

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
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| 15. _____ | _____ |
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| 17. _____ | _____ |
| 18. _____ | _____ |
| 19. _____ | _____ |
| 20. _____ | _____ |
| 21. _____ | _____ |
| 22. _____ | _____ |
| 23. _____ | _____ |
| 24. _____ | _____ |

BLOCK PARTY MAP

A diagram of the blocked off street is **required**, but use of this template is optional. If you cannot accurately depict your block party with this template, please submit a drawn diagram with all the required elements.

KEY

Use elements only as necessary

- XXX - BARRICADE
- ^ ^ - 20' FIRE LANE
- - FIRE HYDRANT
- - GRILL
- △ - TENT
- ☆ - ANY OTHER OBSTRUCTION

Please note, the fire lane should be on the same side of the street as the hydrant

Please show street orientation by denoting the approximate northern direction (N) on the compass



Name of street being blocked

Name of intersecting street
(end of closure)

Name of intersecting street
(end of closure)