



# BLOCK PARTY APPLICATION

CITY OF PHILADELPHIA  
STREETS DEPARTMENT  
HIGHWAY DIVISION • RIGHT-OF-WAY UNIT  
940 MUNICIPAL SERVICES BUILDING  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102-1676 • (215) 686-5500

HUNDRED BLOCK (S) AND STREET TO BE CLOSED		FROM (STREET)		TO (STREET)	
DATE OF EVENT	IF REQUESTING MULTIPLE DATES. PLEASE USE FOLLOWING SPACES	DATE OF EVENT	DATE OF EVENT	DATE OF EVENT	DATE OF EVENT
RAIN DATE		RAIN DATE	RAIN DATE	RAIN DATE	RAIN DATE

Please read the following before submitting your application:

- Block parties will only be approved for five (5) dates a year, per block.
- All rain dates must be within one week of scheduled event. No rain dates will be permitted on holidays
- Twenty-one (21) day lead time of event is recommended.
- This application must be accompanied by a check or money order (non-refundable) payable to the "city of Philadelphia" in the amount of **\$20.00** Per block per day. No cash will be accepted.
- If approved, block parties held on a weekday are **\$125.00**.
- If application is received less than 21 days of event date; cost is **\$45.00** Dollars.
- No application will be accepted within four (4) working days of event.
- Applicant must reside on block being closed.
- If event blocks an intersecting "t" street submit a separate application and petition for each affected street.
- Block parties will not be permitted on arterial roadways, fire access routes and multiple bus or any trolley routes.
- Block party application must have a petition signed by **75%** of residents on the block (see other side), and / or **75%** of the residents of an apartment complex.
- Birthdays, weddings, and serenades must have a petition signed by 100% of residents on the block (see other side).
- Photocopies of application or petition will not be accepted.
- If street being closed has no residents, a copy of an insurance certificate must be submitted with application.
- The applicant will be responsible for the proper disposal of all recyclables and refuse associated with the event. If the applicant would like collection of the blocks recyclables and refuse before the regular collection day, arrangements for a pickup by the Streets Department can be made by contacting **215-537-2130**.
- This service must be reserved in advance of the block party and requires an additional payment of **\$50.00** Paid five (5) days in advance of event.
- Applicants who do not adhere to the noise restrictions or do not conclude the event by the permitted time will **not** be granted future block party permits.
- The Philadelphia Streets Department reserves the right to implement new policies that are not included on the current block party brochure.
- All permits will be valid from **8:00 A.M. To 8:30 P.M.**

## ANSWER THE FOLLOWING QUESTIONS, PLEASE PRINT

APPLICANT'S NAME			DAYTIME TELEPHONE NUMBER		
APPLICANT'S ADDRESS			ZIP CODE		
SPONSORING ORGANIZATION (IF ANY)		ADDRESS		DAYTIME TELEPHONE NUMBER	
TIME OF EVENT (S)	A.M.	A.M.	TYPE OF EVENT	WILL A RELIGIOUS EVENT BE CONDUCTED ON STREET?	
	P.M.	P.M.		YES	NO
DOES A BUS OR TROLLEY TRAVEL ON THE STREET TO BE CLOSED?			POLICE DISTRICT		NUMBER OF PEOPLE ATTENDING
YES                      NO					

**WHEN APPROVED, A BLOCK PARTY PERMIT SHALL BE ISSUED AUTHORIZING THE APPLICANT TO CLOSE THE STREET. IT IS SUBJECT TO REVOCATION IF THE APPLICANT DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE CITY OF PHILADELPHIA.**

*I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ This form will be returned if not signed by applicant \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES AND ADDRESSES OF ALL PETITIONERS**  
 ONE ADULT SIGNATURE PER HOUSEHOLD FROM 75%\* OF RESIDENTS LIVING ON THE BLOCK IS REQUIRED FOR APPROVAL  
 USE ADDITIONAL SHEETS IF NECESSARY

**PLEASE REVIEW DATES ON FRONT OF APPLICATION  
 BEFORE  
 SIGNING THE PETITION.**

**WE AGREE TO BE RESPONSIBLE FOR ALL INJURIES TO PERSONS OR DAMAGE TO PROPERTY**

NUMBER OF HOUSES ON BLOCK	NUMBER OF VACANT HOUSES ON BLOCK	NUMBER OF SIGNATURES
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**PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW**

FIRST NAME, LAST NAME	SIGNATURE	ADDRESS	FIRST NAME, LAST NAME	SIGNATURE	ADDRESS
1.			30.		
2.			31.		
3.			32.		
4.			33.		
5.			34.		
6.			35.		
7.			36.		
8.			37.		
9.			38.		
10.			39.		
11.			40.		
12.			41.		
13.			42.		
14.			43.		
15.			44.		
16.			45.		
17.			46.		
18.			47.		
19.			48.		
20.			49.		
21.			50.		
22.			51.		
23.			52.		
24.			53.		
25.			54.		
26.			55.		
27.			56.		
28.			57.		
29.			58.		

## BLOCK PARTY PERMIT APPLICATION PROCESS

1. Obtain an application —
  - By mail, contact (between 8:00 AM and 5:00 PM Streets Department Customer Affairs Unit at (215) 686-5560.
  - In person, visit the **Block Party Drop Box** (between 8:00 AM and 5:00 PM) Concourse Level of the Municipal Services Building 1401 John F. Kennedy Boulevard Philadelphia, PA 19102
  - Online, download from the Streets Department's Internet site at [www.phila.gov/streets](http://www.phila.gov/streets) (Click on "Contact Us," then "Visit our Download Area")
2. Fill out the application and obtain all necessary petition signatures. Photocopies and faxes of the signatures are *not accepted*. Incomplete forms will be returned to the applicant, unprocessed.
3. Mail or drop off the application and petition along with a check or money order (**NO CASH**) for \$20.00 per block, per day in the Block Party Drop Box located in the Concourse of the MSB.
4. There will be an increased fee of \$45 if a block party request is made less than 21 days before event.
5. You should receive your permit within two (2) weeks prior to the event. If the permit is not received by this time, please call (215) 686-5500 to inquire.
6. No applications will be processed within 4 days of event, since SEPTA, Police need to be informed.
7. Rain Dates: Indicate next day (if following day is a Sunday) or following weekend. Rain date should occur within one (1) week. No rain dates on Holidays. **No refunds for cancellation.**
8. If application is rejected, please return rejection letter along with any and all requested information within five (5) business days prior to the date of the event. The Streets Department must receive an application at least 21 calendar days before the event.

## HINTS:

### *Avoid the Rush — Don't Wait Submit Early*

Early submission of block party applications enables the Streets Department to quickly process forms and to notify the Fire and Police Departments of all block party street closures in their districts.

One application may be submitted with *multiple* dates. An original petition, stating each and every date must accompany each application. One check or money order for all dates is sufficient.

Block parties will only be approved for five (5) dates a year, per block.

A petition for *each* street to be closed, including any "T" streets, must accompany the application.

Any fraudulent signatures will result in banning the block from having a block party for the coming year.

If any businesses are located on the block, the applicant is responsible to inform the Right of Way Unit to make sure that closing the block does not affect the businesses. A signature and a phone number for each business is required.

Block party permits will be approved only for **Saturdays, Sundays**, and the following holidays: Memorial Day, Independence Day, and Labor Day

If you plan to have rides or a carnival, to raise money by selling merchandise and/or services, or to charge admission, please contact the Department of Licenses & Inspections, (215) 686-2489, for permits.

#### Religious Events:

Submit a completed Block Party Application to the Streets Department. Follow the application process listed in this guide.

#### Special Events:

For events planned on main streets in business corridors, please contact the Managing Director's Office, (215) 686-3488.

A Special Event application is \$50 per day per block.

There will be an increased fee for special events held on a weekday.

## CONDITIONS OF PERMIT

- For the street to be closed, the approval of 75% of the households residing on each block involved is required (including 75% of any apartment complex). Each applicant signing the petition must be *an adult representative and reside on the block* that is being closed. Only one signature per household will be accepted.
- The yellow caution tape may block off street for the event and signs may be posted the day before. However, vehicles may not be used to block off the street. **NOTE:** Emergency vehicle may need to enter the street.
- It is not mandatory to move vehicles from block. Please refer to **Police Dept.** if motorists are fined for not moving their vehicles.
- Commercial vehicles should be admitted for deliveries, along with the vehicles of persons who must enter the street, in order to conduct their normal daily activities. Also, physically challenged motorists should have access to the street.
- Residents will assume responsibility for the proper disposal of all trash and recycling associated with the event and setting out collections for pick up on their next regularly scheduled collection day. At the conclusion of the event, the street must be left in a clean and safe condition and opened to traffic no later than 8:30 PM. Arrangements to have these items collected in advance of the regular collection day by the Streets Dept. can be made by calling 215-537-2130. A five (5) day advance notice and a fee of \$50.00 will apply.
- Alcoholic beverages may not be sold nor will any organized gaming devices/tables be permitted.
- The applicant will be responsible for any sound devices so that the noise/music level will not interfere with City Codes, which are enforceable by Police. Applicants who do not follow the codes will not be granted future permits.

**Frequently requested numbers  
for community events:**

**Streets Department Information**  
Customer Affairs Unit  
(215) 686-5560

**Block Captain Registration, Clean Streets**  
Streets Department  
Philadelphia More Beautiful Committee (PMBC)  
2601 Glenwood Avenue  
(215) 685-3981

**Play Street — Lunch Program**  
Department of Recreation  
MLK Center – 2200 Cecil B. Moore Avenue  
(215) 685-2726/2727

**Special Events**  
Managing Director's Office • (215) 686-3488

**Parades**  
Department of Licenses & Inspections  
(215) 686-2489

**Permit for Fire Hydrant Sprinklers**  
Fire Department • (215) 686-1391

**Philadelphia Green Program**  
Pennsylvania Horticultural Society  
(215) 988-8800

**Park Picnics & Special Events**  
Fairmount Park • Memorial Hall  
42nd Street & Parkside Avenue  
(215) 685-0060

**Abandoned Cars**  
Police Department • (215) 683-2277

**All City Services**

Phone: 3-1-1

**Streets Department Internet site:**  
[www.phila.gov/streets](http://www.phila.gov/streets)

**Streets Department Customer Service**  
Phone: (215) 686-5560

On Cellular phones: \*FIX

Language interpretation services available.



**MICHAEL NUTTER**  
Mayor

**RICHARD NEGRIN ESQ.**  
Managing Director

**RINA CUTLER**  
Deputy Mayor  
Transportation & Utilities



**CLARENA I. W. TOLSON**  
Streets Commissioner

**STEPHEN BUCKLEY**  
Deputy Commissioner of Transportation

**KEVIN M. KOCH**  
Chief Highway Engineer

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Interpreter services available. | خدمات الترجمة الشفهية متوفرة لدينا. | සඳහා සහයෝගයක් සපයනු ලබයි. | 提供口译服务 | Services d'interprétation disponibles. | 통역이 제공됩니다. | Предоставляются услуги устного переводчика. | Se brindan servicios de interpretación. | Có sẵn dịch vụ thông dịch.