



CITY OF MARICOPA SPECIAL BLOCK PARTY APPLICATION

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Special Event Application	10 days	20 days	30 days
Petition for Block Party Permit	10 days	20 days	30 days

City Staff may request the applicant submit additional information or make corrections to the application, in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

INFORMATION ABOUT YOUR EVENT

Please mark “yes” or “no” for each statement. For additional information, please refer to the City of Maricopa “Special Event Guide”.

Company Name:			
Contact Name:			
Address:			
City	State:	Zip:	
Phone:	Cell:		
E-mail Address:			

General Information (If “yes”, you may be requested to meet with the Special Events Committee. This process may include additional permit fees).		
FIRE		
Open flames or cooking?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fireworks?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tents or canopies or EZ-Ups over 200 sq. ft. will be used?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Inflatables?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PLANNING		
Signs, banners, fliers, or special lighting will be used (please attach signage include locations).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Carnival/Amusement Rides?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will commercial generators be used or temporary electrical wiring?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
POLICE		
Temporary closure of streets and/or public parking areas will be requested.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Alcohol will be sold and/or served at the event. Application due 90 days prior to event	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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SECTION II: BLOCK PARTY INFORMATION

Subdivision		
Date of Block Party	Start Time	End Time
Location/Street of Block Party		
Street blocked between house number:	and house number:	
Has the Applicant obtained permission from all neighbors affected by the street closing? (<input type="checkbox"/>) Yes (<input type="checkbox"/>) No		

****PLEASE INCLUDE A DETAILED SITE PLAN WITH THIS APPLICATION ****

SECTION III: BLOCK PARTY RESTRICTIONS

Block parties are allowed on local streets (not collectors, arterials, or emergency routes) up until 11 p.m. only, because noise travels and some residents in surrounding areas may wish to retire at that hour. The City needs four (4) weeks to process your application. The petition must be checked and other departments of the City notified of the closing of your street.

First priority for the Block Party Chairman is to notify any non-residential establishments in the immediate vicinity that would be affected by the closing of the street. Your cooperation in scheduling with such an establishment is imperative before the remainder of your party plans is established.

Block parties are allowed for only those residents of the block attending. You must obtain the signatures of ALL neighbors to be affected by the street closing. **ALL ADDRESSES MUST BE ACCOUNTED FOR.** Private parties celebrating birthdays, graduations, anniversaries, etc. do not fall within these guidelines and would cause traffic problems with cars or visitors parking in the surrounding area.

If an objection to the petition is made, the Chairman must cooperate with and accommodate the individual / individuals in question, to satisfy the objection. This can be done by choosing a more accommodating date or time or blocking only part of the street.

Four (4) Type 1 barricades (two on each side of the street) will be required. You will also need one "Street Closed" sign on each end of the street being closed. The City cannot provide the barricades or signage, but the Yellow Pages under "Barricades" lists companies that rent the necessary equipment.

A site and barricade plan must be submitted with each Block Party Application. Using a map, show a simple diagram of streets and corners involved, name each street, and indicate where barricades will be placed.

OTHER – Description of any other activities at the event:

**I certify that the statements made in this application are true and complete to the best of my knowledge.
Incomplete applications may not be processed.**

Print Name	Signature	Date
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REMINDERS FOR BLOCK PARTIES:

- Street closures need to be soft closures (barricades easily removed)
- Fire lanes to remain unobstructed
- Access to fire hydrants and existing structure to remain unobstructed
- Ensure that no inflatables are in the roadway
- Any open flame cooking to be at least 10 feet from combustibles
- Small warming fires are allowed as long as they are not a nuisance to the public
- Burning that creates a nuisance or generates noxious fumes is forbidden
- Open flames (fire pits) to be at least 20 feet from any structures or flammable materials
- High pollution conditions may trigger burn bans
- Available fire extinguisher if multiple private cooking sites (i.e., charcoal/LP type devices)