

CITY OF HARPER WOODS
INSTRUCTIONS FOR REQUESTING A BLOCK PARTY
AND BARRICADING OF CITY STREETS

Please fill out the form in its entirety at least two weeks prior to the planned event and hand deliver it to the City Clerk's Office, or mail it to:

City Clerk
City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

To apply, you must be a resident of the block where the event is being held.

Block parties may take place between 8 a.m. and dusk.

All participants are to comply with the City of Harper Woods' Noise Ordinance.

You must provide a signed petition for each event date and block - Only one signature per household is allowed. The petitioner must be an adult and live on the block where the event will take place.

Your block party petition must be signed by **at least 50%** of the households on the block.

The police department will review your request. As part of their review, they will consider any prior police activity on the street. They'll also check for permit violations from prior events. You will be notified of the outcome of the police review within five days of submitting your application.

Residents are responsible for leaving the street in a clean and safe condition. If trash and recyclables are not properly secured and stored, a violation may be issued to the street event applicant. If you'd like the Public Works Department to do a pickup before the block's regular collection day, call (313) 343-2570.

The street must remain free of any obstacles that could impede access by emergency vehicles and that any fire hydrants in the area remain unobstructed, and you must allow access to the street to:

Commercial vehicles that are making deliveries.

Motorists with disabilities.

People who must drive on the street to conduct normal daily activities.

You may obtain street barricades for the purpose of closing the street by contacting the Public Works department at least one week before the party at (313) 343-2570. Applicants are responsible for missing and damaged barricades.

REQUEST FOR BLOCK PARTY

Return form to City Clerk at least two weeks prior to the event

Name of applicant _____

Address of applicant _____

Phone no. of applicant _____ Email _____

Date and Time of party _____

Name and location of street(s) to be blocked off _____

Provide signature and address of all residents affected by the blocked street signifying their awareness of party. **(A separate sheet of paper can be used if necessary.)**

NAME / SIGNATURE

ADDRESS

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

(A separate sheet of paper can be used if necessary.)

For office use only

Police approval <input type="checkbox"/>	date:	City approval <input type="checkbox"/>	date:
Public works notified <input type="checkbox"/>	date:	Parks/Rec notified <input type="checkbox"/>	date:

