



MEMORANDUM



TO: Horizon City Resident

FROM: Police Chief Michael McConnell

RE: Request for Block Party/Special Event Requiring Street Closing

In 2011, the Horizon City Town Council decided it would benefit our community if citizens could make a request for a block party permit via our web site. In 2017, Mayor Mendoza expanded this by adding special events such as bike ride events, 5K runs, and other special events where brief road closures and/or detours would be needed. However, parades still require official City Council approval.

Accordingly, I have designed a universal form that can be downloaded and returned to the police department via US mail, email, or in person to apply for your special event.

However, if you are applying for a Block Party permit, you must first obtain a block party permit from ESD#1 and attach it to this application. Contact the Fire Marshall's office at (915) 852-3204, 14151 Nunda Dr., Horizon City, TX 79928.

If you would like to have a block party, have a special event that will impact traffic safety/flow or will create a road closure, or reserve the city parking lot, please fill out the attached form completely and return to:

Michael McConnell
Horizon City, Chief of
Police 14999 Darrington
Road Horizon City, TX
79928
915-852-1047
chief@horizoncity.org

Our administrative office is open M-F from 8am to 5pm. You may hand deliver, email, or mail the application. Once we receive the completed application, we will review the application to ensure it complies with the rules set forth in the application and will contact you to pick up the approved permit.

Mike McConnell

Michael McConnell



**TOWN OF HORIZON CITY
BLOCK PARTY – SPECIAL EVENT INVOLVING TRAFFIC SAFETY
PERMIT APPLICATION**



Type of event – Select all that apply.

- Block Party - The applicant must first obtain a block party permit from ESD#1 and attach it to this application. Contact the Fire Marshall's office at (915) 852-3204, 14151 Nunda Dr., Horizon City, TX 79928.
- 5K run or similar athletic or sporting event/activity
- Use of city parking lot or property for a special event

Applicant Name: _____ Applicant Company/Sponsor Name: _____

Applicant/Sponsor Address: _____

Applicant/Sponsor Email Address _____ Phone _____

Location for permit use (Street(s) to be closed or utilized): _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Person in Charge - Name and Address: _____

Telephone Number (must be available during block party): _____

Block Party Specific Rules

- Block parties shall be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.
- All residents living on the street or block for which the block party is planned, must have been contacted and do not object to the Block party.
- Must have definite start and end times.
- "Hard" barricades may be set up one hour prior to the event. Ribbon, tape, or traffic cone barricades may be used as an alternative. An aisle shall be left in the street to permit passage of emergency vehicles or vehicles of residents. All barricades must be removed immediately after event.
- There shall be no vehicle, table or other obstruction on the street or cul-de-sac.
- Dancing in the street is allowed as long as the stereo equipment is off the roadway.
- Party is subject to laws (i.e. loud music, disorderly conduct). If a complaint is received regarding minor violations, the Police Department will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disbanded and/or moved inside.
- Fire hydrants shall not be obstructed in any way. They shall not be decorated or disguised.
- Banners crossing the street must provide a minimum of 15 feet of clearance above the roadway for emergency vehicle access. The fire department may inspect the location and cause any violations to be corrected before party continues.
- The possession and use of any fireworks, including sparklers, is prohibited in the Town of Horizon City. (Alcoholic beverages shall not be consumed on any public property, in particular, the street and sidewalk areas within the block party event.
- Applicant(s) shall be responsible for the pick-up of trash and garbage within 4 hours of the end of the party.
- Block parties will be authorized by the Chief of Police or his designees.
- All requests must be submitted at least ten (10) business days in advance. This time limitation may be waived at the discretion of the Chief of Police.

Specific Rules For 5K Run and/or Similar Other Events and Reserving City Parking Lots

- Event organizer provides a map with a clearly definable traffic route.
- If the organization is a local school district, the cost for traffic control officers will be waived. Other organizations will be expected to pay the fair cost of providing traffic control.
- Prior consultation with the Chief of Police or designee concerning traffic safety issues and all other concerns are satisfied.

Applicant's Signature

Date

DEPARTMENT USE ONLY

Date Issued

Permit #

Chief of Police/Designee Signature