

Block Party Permit Application

Code of Ordinances Sections 31-141 through 31-145 and 31-156 through 31-162

Note: This application must be submitted by at least three owners or residents representing 3 or more different parcels adjacent to the street to be closed unless the street to be closed contains less than 3 parcels. This application must also be submitted at least 7 days in advance of the event.

1.) Name _____ Phone # _____

Address _____

E-Mail Address _____

2.) Name _____ Phone # _____

Address _____

E-Mail Address _____

3.) Name _____ Phone # _____

Address _____

E-Mail Address _____

On Site Host/Primary Applicant _____

(From above - primary contact prior to, during and after the event.)

Street Name/Portion of Street to be Blocked _____

Approximate number of people expected to attend _____

Date of Event _____ Starting Time _____ Ending Time _____

Please see [attachment](#) for permissible days and times.

Alternate/Inclement Weather Date _____

The three applicants named above shall be responsible for cleaning up the street or other public way within 2 hours following the conclusion of the activity. Should the permit holder(s) fail to do so within 2 hours following the conclusion of the activity, or within the period specified by the city clerk, the city shall clean the area and collect the costs thereof from the permit holder(s).

Additional Clean-up Time Requested _____

Reason for Additional Clean-up Time _____

1.) Applicant's Signature _____

2.) Applicant's Signature _____

3.) Applicant's Signature _____

Riley County Police Dept Approval _____ Date _____

Comments _____

Public Works Approval _____ Date _____

Comments _____

Barricade Deposit Required? _____

Fire Dept Approval _____ Date _____

Comments _____

Parks and Recreation Approval _____ Date _____

Comments _____

Required only if street to be closed is adjacent to a park or facility operated by Parks and Recreation.

FOR OFFICE USE ONLY

Date of application _____

Permit Number _____

Date sent to RCPD _____

Fee (Section 31-158)
\$20.00 _____

Receipt Number _____

Check # _____ Cash Credit Card

Barricade Deposit
\$50.00 _____

Check # _____

Barricade deposits will be held 5 business days after the event.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the Customer Service Office, 1101 Poyntz Avenue, or call 587-2480 or the TDD Kansas Relay Center at 1-800-766-