



CITY OF  
**PORTLAND**  
OFFICE OF  
**TRANSPORTATION**

Jim Francesconi, Commissioner  
1120 S.W. 5th Avenue, Suite 800  
Portland, Oregon 97204-1914  
(503) 823-5185  
FAX (503) 823-7576 or 823-7371  
TDD 823-6868

Brant Williams  
Interim Director

Eileen Argentina  
Information Management

Jeanne Nyquist  
Maintenance

Richard Steinbrugge  
Finance

Laurel Wentworth  
Planning

Toby Widmer  
System Management

The undersigned applies for a permit in accordance with the provisions of the Charter, title 16, Vehicles and Traffic, and Title 17, Public Improvements, of the City of Portland for the use of the street area. **Please print application.**

Circle one (1) of the Following:      CENTRAL NORTHEAST NEIGHBORS      NORTH PORTLAND NEIGHBORHOOD OFFICE  
SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM      SOUTHWEST NEIGHBORHOODS, INC      EAST PORTLAND NEIGHBORHOOD OFFICE  
NEIGHBORS WEST/NORTHWEST      NORTHEAST COALITION OF NEIGHBORHOODS

Liability Insurance Policy Number \_\_\_\_\_ Will Cover This Event: \_\_\_\_\_

Neighborhood Coalition Representative Signature \_\_\_\_\_

Applicant/Permittee Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: Number \_\_\_\_\_

Was There A Permit Issued Last Year For This Location? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant/Permittee Signature \_\_\_\_\_

STREET \_\_\_\_\_ CROSS STREETS \_\_\_\_\_ & \_\_\_\_\_

TO CLOSE THE STREET ON THE FOLLOWING DATE: \_\_\_\_\_

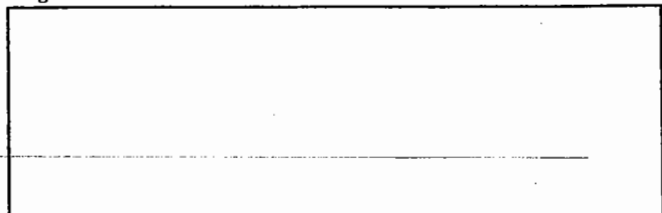
BEGINNING @ \_\_: \_\_ AM/PM & ENDING @ \_\_: \_\_ AM/PM.

Permit to close street using Type III Barricades with "STREET CLOSED" signs and DETOUR arrows for the purpose of holding a block party. Barricades shall be placed per City Traffic requirements as illustrated on the back side of this permit or as approved by City Traffic Engineer. If your street does not meet the typical configuration, you may be required to submit a Traffic Control Plan with your application. **Subject to the following conditions: NOT VALID UNLESS STAMPED WITH CITY TRAFFIC STAMP OF APPROVAL.** Barricades to be equipped with flashing yellow lights at dusk. The permittee agrees to perform the uses authorized by this permit in accordance with all provisions of the charter, Title 17 of the City Code, and any conditions specified and attached to this permit.

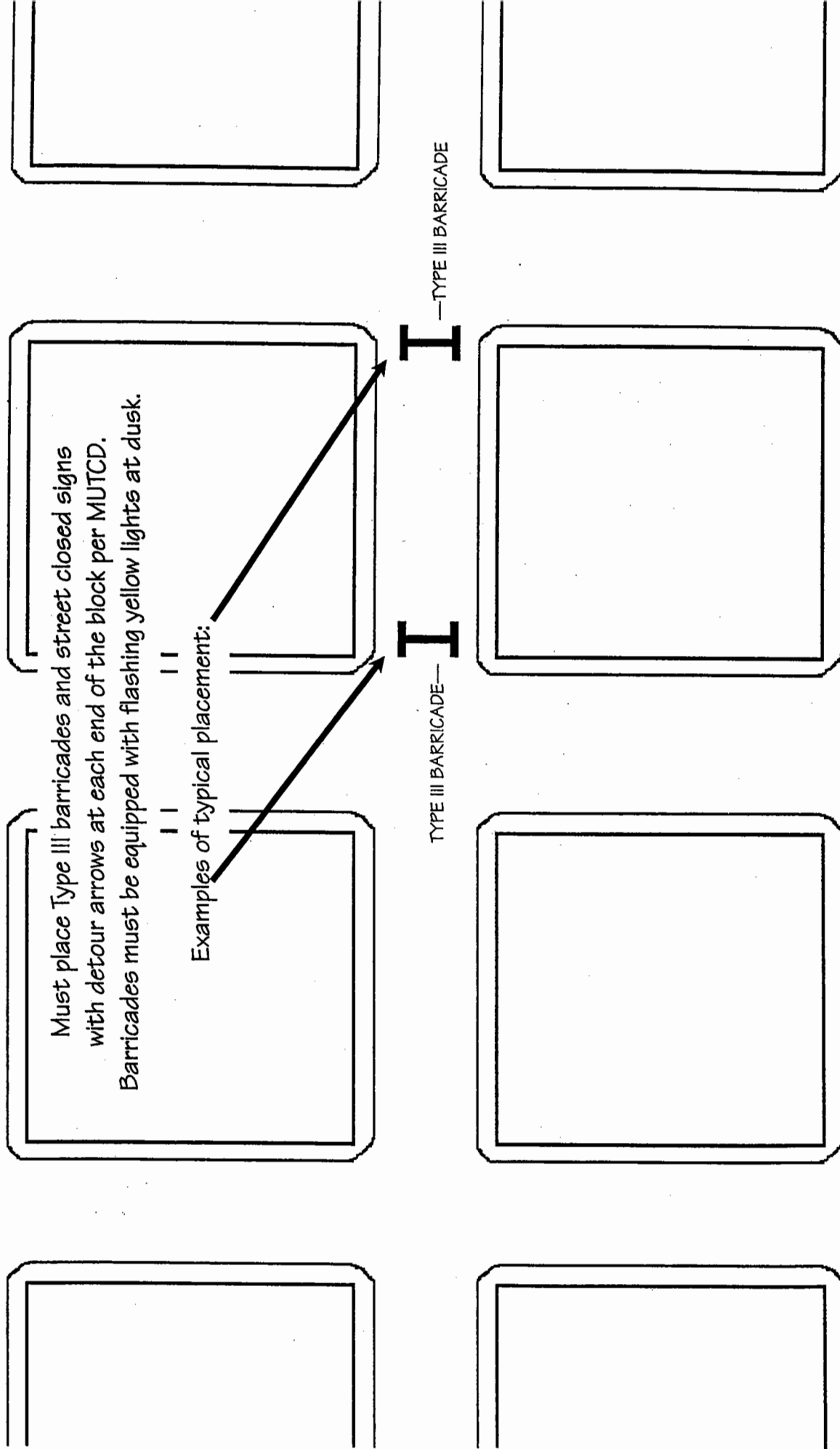
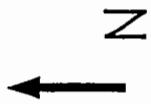
**Conditions of Permit To Use Dedicated Street Area**

- This permit for use of the street area only; the permitted area shall be subject to the necessary use by emergency vehicles.
- The permit granted is personal to the permittee only, and may not be transferred, assigned, or otherwise conveyed; and sidewalk, lane, and street closure permits require insurance with limits of coverage that meet the maximum requirements for liability of a public body set forth in ORS 30.260 through 30.300 or as it may be required by subsequent amendment, and naming the City of Portland, and its officers, agents and employees as additional insured. Said insurance is to be kept in full force and effect at all times this permit is valid. This permit is automatically revoked without further action by the City Engineer and/or the City Traffic Engineer if this insurance is permitted to lapse, is cancelled, or for any reason becomes inoperative during the term of this permit.
- The permittee shall hold the City of Portland, its officers, agents and employees free and harmless from any claims for damages to persons or property, including legal fees and costs of defending any actions or suits, including any appeals, which may result from the use of the street area under this permit.
- This permit is revocable at any time by the City of Portland Office of Transportation, or Bureau of Police, and no expenditure of money or lapse of time, or any other act or thing shall operate as an estoppel against the City of Portland or be held to give the permittee any vested or other right. Upon expiration or revocation of this permit the permittee shall immediately reopen said street to the normal use of the public.
- This permit shall not exempt the permittee from obtaining any licenses or permit as required by the City Code or Ordinances for any act to be performed under this permit, nor shall this permit waive the provisions of any City Code, Ordinances or the City Charter except herein stated.
- This permittee shall, at his/her own expense, provide barricades, signs, illumination, and any other safety or traffic control device required by the City Engineer and/or the City Traffic Engineer.

SSM Representative \_\_\_\_\_



# BLOCK PARTY STREET CLOSURE TRAFFIC CONTROL



THIS EXAMPLE IS FOR A TYPICAL BLOCK CONFIGURATION.

IF YOUR STREET DOES NOT MEET THIS CONFIGURATION, YOU MAY BE REQUIRED TO SUBMIT A TRAFFIC CONTROL PLAN WITH YOUR APPLICATION.

# Block Party Street Closure Petition

Contact Person \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

The Undersigned hereby petition the City of Portland to close \_\_\_\_\_  
(street)

between \_\_\_\_\_ and \_\_\_\_\_ for a block party to be held on  
(street) (street)

\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
(day/date) (time) (time)

The Undersigned are the residents of that block and adjacent to it:

NAME: <i>(signature)</i>	ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____

# BLOCK PARTY GUIDELINES

## Definition of a Block Party:

Block parties typically close **no more than one block of a local service residential street** for small-scale parties such as neighborhood potluck dinners and barbecues. **You can not have a block party on a street that is on a bus route, has a bus layover, or a signalized traffic intersection.** They are typically held on weekends or holidays and **do not extend past 10:00 p.m.**

A permit to close the street can be obtained from your district neighborhood coalition. The City of Portland does not charge a fee for a block party. Liability insurance is required to obtain a permit. You can submit a request to your district neighborhood coalition for liability coverage for your block party. If your block party is being co-sponsored by a church or neighborhood institution, then their insurance may be needed to close the street. **Your neighborhood coalition will NOT cover races, any events where alcoholic beverages are sold, or the use of mechanical devices such as merry-go-rounds.** Individuals participate at their own risk. Some neighborhood coalitions may charge a small fee for insurance coverage.

Follow these steps to request a block party permit. **Start the process at least three (3) weeks prior to the date you would like to hold the block party.**

1. Contact your district neighborhood coalition to apply for the insurance coverage and to obtain the packet for the permit application. The packet includes a petition which must have **100% signatures** from all the residents and/or businesses on the street you wish to close. (Sideyards are included in this requirement.)
2. Hand carry the petition and obtain approval in the form of signatures on the petition. If a house is vacant, indicate that on the petition, you need to account for all of the houses on the block and adjacent properties.
3. Return the petition and application for the permit to your district neighborhood coalition office when completed. The neighborhood office will send them to the Office of Transportation for review and approval. The applicant contact person will be called if there is any follow-up needed.
4. After the application has been approved, the permit will be sent to you.
5. Arrange to have Type III barricades with "Street Closed" signs (equipped with flashing yellow lights if the street will be closed after dusk) to be placed at both ends of the street. You can find a listing of these companies in the yellow pages under Barricades.
6. Keep the permit available on site for review if a Police Officer requests it.
7. If you want to amplify music, you will need a Permit from the City of Portland Noise Control Office. You can pick up an application from your neighborhood coalition or call the Noise Control Office for the City of Portland at 823-7350. There is an application fee. **You need to apply at least two (2) weeks prior to your event** or an accelerated fee could be assessed.