HOW TO HOST A

BLOCK PARTY

Tell your neighbors and collect signatures
Complete the DDOT "Neighborhood Block Party Temporary Street Closing Petition"
- This can be found on DDOT’s website (ddot.dc.gov/node/482352) or on the back of this flyer.
- You must get signatures from at least 51% of the households of your block

Fill out and submit the application
1. Go to tops.ddot.dc.gov and create an account
2. Click "Enter" under Parking/Occupancy Permit
3. Select "Apply for parking signs/temporary occupancy permits"
4. Select "Block party," which will guide you through the application process

- Note: there is a $50 fee for the permit and road closure.
- Applications must be completed and submitted at least 16 days before your event.
- If you don’t feel comfortable doing this online, visit the permit center at 1100 4th Street, SW weekdays before 3:30PM

You’re ready to host
1. Notify the Police Department and invite your Advisory Neighborhood Commissioner
   - Don’t forget to let us know, the Councilmember would love to attend
2. Review the District’s block party rules, including no alcohol consumption and no vending
   The full list can be found at http://ddot.dc.gov/page/neighborhood-block-parties
3. Have a great time, and make sure people are ready to clean up afterwards

FOR ASSISTANCE CALL:
COUNCILMEMBER NADEAU’S OFFICE
(202)724-8181

Brianne K. Nadeau
Councilmember, Ward 1

Printed In House
Neighborhood Block Party Temporary Street Closing Petition

District Department of Transportation
1001 4th Street SW, 3rd Floor
Washington, DC 20024
Telephone (202) 442-4670 | Fax (202) 353-2221 | Website: www.ddot.dc.gov

<table>
<thead>
<tr>
<th>Street to be closed:</th>
<th>Street Closure Start Time</th>
<th>Street Closure End Time</th>
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<tbody>
<tr>
<td>Between: (Closure must not exceed two intersecting streets.)</td>
<td>Include set-up</td>
<td>Date</td>
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We, the undersigned, being residents/owners/authorized/business officials of properties abutting the section of the street requested for closure for a Neighborhood Block Party as described in the foregoing application, do hereby consent to temporary street closure as noted herein. (Only original signatures are accepted.)

<table>
<thead>
<tr>
<th>Name (PRINT)</th>
<th>Address &amp; Unit Number</th>
<th>Signature</th>
<th>Telephone Number</th>
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Applicant attests that the signed petition represents at least 51% of the residents/owners/authorized/business officials of properties abutting the section of the street requested for closure for a Neighborhood Block Party as noted herein and described in the foregoing application. (Use additional forms as necessary. Each form much be signed by applicant.)

Signature of Applicant
Printed Name
Date

Tracking Number: ____________ Block Party Location: ____________

- Use 36 inch high yellow arterial cone every 40 feet from curb to curb on both sides of street
- Deliver advertisement materials distributed to property owners from curb to curb on both sides of street
- Place barricades every 40 feet in traffic direction
- Maintain 25 feet fire lane

Block Party
Traffic Control Plan Reviewed by: ____________

Form can be found on DDOT's website—ddot.dc.gov/node/482352