

HOW TO HOST A

BLOCK PARTY

1.

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

2.

Fill out and submit the application

1. Got 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

3.

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

Printed in House



Brianne K. Nadeau
Councilmember, Ward 1

