

## **Process for Residential Neighborhood Events**

(Block parties: Requests to use or close less than 3 City blocks, or 1,200 feet or less of City streets, and does not require re-routing of traffic.)

**Time Requirement:** Application must be filed (30) days prior to the date of the event. Please include a map showing the area which will be affected by the event.

**Process:** Copy of application is sent to the Police Chief, Fire Chief, and Public Works Director for review. Each prepares a report which is submitted to the Public Safety & Human Services Committee prior to the committee meeting where the item will be presented. A copy of the agenda on which the application appears, as well as a letter stating someone must be in attendance or the permit cannot be acted upon, are sent to the applicant.

**Notification:** Clerk's Office staff shall review the application and determine all affected residences /addresses. Notice of the request shall be sent by the Clerk's Office to all affected parties. Notice shall include the proposed date, time, extent and purpose of street closure, as well as the date, time and location of the Public Safety and Human Services meeting at which the request will be considered.

Upon Committee approval, permit is issued by Clerk's office and includes date of approval and any special requirements placed on the approval. Permit is sent to applicant with a copy of the City's requirements on keeping streets clean (Section 4.085 City Ordinances). Copy of approved permit is also sent to the Police Department.

**Barricades:** City barricades are required for the event. Contact the Fitchburg Highway Division of Public Works at 278-7860, a minimum of 48 working hours before the event to make the necessary arrangements.