



# Naperville

**Return To:** City of Naperville City Clerk's Office  
Attn: Nancy Leary  
400 S. Eagle Street  
Naperville, IL 60540

## BLOCK PARTY PERMIT APPLICATION FORM

1. Date application submitted: \_\_\_\_\_ 2. Date of street closure: \_\_\_\_\_
3. Alternate (rain) date: \_\_\_\_\_ 4. Time of party: \_\_\_\_\_ to \_\_\_\_\_
5. **Name of street to be closed off:** \_\_\_\_\_

Between physical limits of: \_\_\_\_\_ and \_\_\_\_\_  
(SHALL NOT OCCUPY MORE THAN SIX HUNDRED (600) LINEAR FEET)

6. **Event Sponsor (Homeowner's Representative - at least 18 years old).**
- Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_
- Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

7. Will Amplifier be used: Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, Amplifier permit must be applied for)

8. **Affidavit of Sponsor:**

I \_\_\_\_\_ attach hereto a list of signatures of adults representing all household residents abutting the subject street section.

I specifically agree to be responsible for accepting delivery of barricades to my residence for placement of barricades upon the public right-of-way in accordance with City instructions, for return of barricades to my residence for City pickup.

I specifically agree to be responsible for any unusual costs caused by subject block party. I also understand that I will be billed a charge of \$30.00 per barricade for any missing or damaged barricades per city code section 9-4. I have read section 9-4 and agree to abide by its terms.

\_\_\_\_\_  
Sponsor Signature

**Please Submit \$10.00 per day**  
**Application fee**

### **Application must be submitted a minimum of 14 days before your Block Party**

**For Office Use Only**

Date application received by City Clerk: \_\_\_\_\_ Fee paid \_\_\_\_\_

Application forwarded to TED Business Group for approval:

TED Log Number \_\_\_\_\_ GRID# \_\_\_\_\_

\_\_\_\_\_ Reviewed by TED \_\_\_\_\_ Date \_\_\_\_\_

Fax Permit Copies to: List By Fax Machine



## **CHAPTER 4 BLOCK PARTIES**

### **9-4-1: PERMIT REQUIRED:**

It shall be unlawful to conduct or attend a block party or any other social gathering of persons which disrupts or blocks pedestrian or vehicular traffic on any public right or way unless a permit has been issued for such block party or gathering in accordance with this chapter. (Ord. 76-43, 5-17-1976)

### **9-4-2: APPLICATION AND FEE:**

Any person desirous of securing the permit required by section 9-4-1 of this chapter shall file an application therefore with the city clerk upon a form provided by him, setting forth the following information:

1. Proposed date of event and alternate date in case of rain.
2. Location of right of way to be affected by proposed event.
3. Hours during which event is proposed to be held.
4. Name, address and telephone number of person over the age of eighteen (18) years to be designated as sponsor of proposed event.
5. Whether or not an amplifier will be used.
6. Signatures of one adult resident from one hundred percent (100%) of the households whose residences abut that portion of the public right of way to be affected by the proposed event.

Applications shall be submitted, along with a nonrefundable review fee of ten dollars (\$10.00) per day not less than fourteen (14) days prior to the proposed date of the event. (Ord. 76-43, 5-17-1976)

### **9-4-3: REVIEW OF APPLICATION; ISSUANCE OF PERMIT:**

Applications shall be reviewed by the department of public works, and the report from said department shall be forwarded to the city clerk for review and determination of whether such a permit shall be issued. If the application complies with the provisions of this chapter, the city clerk shall issue the required permit unless: (Ord. 03-13, 1-21-2003)

1. The proposed block party or gathering is to be located on any public right of way other than a "local street" as defined by the city thoroughfare plan; or
2. One of the city departments reviewing the application has reported that the effect of the proposed block party or gathering will endanger the public health, welfare and safety or will unduly interfere with the flow of traffic.
3. The city clerk notifies the police department and the fire department. (Ord. 76-43, 5-17-1976; amd. 1984 Code; Ord. 92-137, 7-21-1992)

#### **9-4-4: RESTRICTIONS AND EXEMPTIONS:**

Any permit issued pursuant to this chapter shall be subject to the following restrictions and exemptions:

1. No block party or gathering shall extend beyond twelve o'clock (12:00) midnight upon any portion of the public right of way.
2. No public right of way shall be completely blocked by any block party or gathering, but rather, access must be available for any person wishing to use the public right of way for either pedestrian or vehicular purposes. (Ord. 76-43, 5-17-1976)
3. That portion of the public right of way to be used by the block party or gathering shall be closed to vehicular traffic by an appropriate number of barricades provided by the city. The sponsor of the block party or gathering shall be required to sign a statement of responsibility for such barricades. Barricades will be delivered and picked up from the sponsor's residence by the city. The sponsor shall be responsible for placing the barricades upon the public right of way in accordance with city instructions. In the event the barricades are not available for pick up by the city at the sponsor's residence, the city clerk will bill the party sponsor at the rate of thirty dollars (\$30.00) per barricade. (Ord. 03-13, 1-21-2003)
- 4. No block party or gathering shall occupy more than six hundred (600) linear feet of any public right of way.**
5. No alcoholic liquor shall be sold at any block party or gathering.
6. The sponsor shall be responsible for the removal of all litter, refuse or property deposited in the public right of way as a result of the block party or gathering at the end of such block party or gathering.
7. No person attending any block party or gathering in the public right of way shall make any loud noise or disturbance which will create a nuisance for persons not attending the block party or gathering.
8. The sponsor will be responsible for any costs incurred by the city for establishing detours, assigning of police officers for traffic direction, clean up or repair of public right of way used or damaged by block party or gathering. The sponsor shall be required to sign a statement as to such responsibility at the time a permit is issued.
9. No portion of the public right of way for which a block party permit has been issued shall be considered as a street, highway, public sidewalk or public place for purposes of subsection 10-2-1-2.2, and sections 10-2-2-2, 10-2-2-3 of this code for the duration of such permit. (Ord. 76-43, 5-17-1976)
- 10. No person shall maintain or operate any loudspeaker or amplifier connected with any radio, phonograph, microphone or other device by which sounds are magnified and made heard over any public street or public place in the city without first securing a license therefore in accordance with the provisions of title 3, chapter 9 of this code. (Ord. 85-187, 10-7-1985)**