



**CITY OF PARK RIDGE**

505 BUTLER PLACE  
PARK RIDGE, IL 60068  
TEL: 847/ 318-5200  
FAX: 847/ 318-5300  
TDD: 847/ 318-5252  
www.parkridge.us

Revised 3 June 2019

**BLOCK PARTY APPLICATION  
for street closure**

Mail your completed form to  
Public Works Service Center 400 Busse Highway Park Ridge, IL 60068

Fax: 847-318-5327 Questions: 847-318-5240

*Only local streets as identified on the Street Classification System Map and selected collector streets as approved by the City may be closed for block parties. In no case shall any arterial street closing be approved. Applications for street closings for private events (examples graduation parties, weddings, birthday parties) will not be accepted.*

Street to be closed \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
(Street name) (Street name)

Date of Street Closing \_\_\_\_\_ Rain Date \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_ (No later than 10:30 p.m.)

Purpose of street closing \_\_\_\_\_

Applicants name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

**Barricades will be delivered on the day before the above event and picked up on the Monday following the event at the location provided below:**

Number of Barricades \_\_\_\_\_ Barricade Drop Off / Pickup Location: \_\_\_\_\_

**NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF THE STREET**

**PUBLIC SAFETY VISITS**

IF YOU WOULD LIKE A VISIT FROM THE FIRE DEPARTMENT CHECK BOX AND CALL 847-318-6721.

IF YOU WOULD LIKE A VISIT FROM THE POLICE DEPARTMENT CHECK BOX AND INDICATE HOW MANY CHILDREN WILL BE IN ATTENDANCE \_\_\_\_\_ SUGGESTED TIME? \_\_\_\_\_ AM / PM

I certify that all residents on the block have been notified of the street closure.

Signature \_\_\_\_\_

**For office use only:** Application approved by:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name & Title)

## **RULES GOVERNING STREET CLOSING FOR BLOCK PARTIES**

**Only local streets as identified on the Street Classification System and selected collector streets as approved by the City may be closed for private events.**

1. In no case shall any arterial street closing be approved for block parties.
2. Applications for private event street closings such as graduation parties, weddings, birthday parties will not be accepted.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced or restored.
5. No street may be closed without an approved form. This form serves as the approved permit.
6. **NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF STREET.**
7. The City will periodically review streets where closings are prohibited. Changes will be made as deemed appropriate.
8. The list of all collector streets which have been approved for street closing will be maintained and updated as required.
9. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances, or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
10. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing in closed streets.
11. If you would like a visit from the Fire Department, check the box on the application form and call 847-318-6721.
12. If you would like a visit from the Police Department, check the box on the application form.

**Please return your request as early as possible. Completed applications must be returned two full working days in advance of the event. Return your completed form to:**

**Public Works Service Center  
400 Busse Highway  
Park Ridge, IL 60068**

***You can also fax your form to 847/318-5327. Questions? Call 847/318-5240***