



WEST CHESTER TOWNSHIP NEIGHBORHOOD BLOCK PARTY APPLICATION

The purpose of this application is to provide a simple way for residents to close a street for the express purpose of a neighborhood celebration or gathering. Use of this permitting process is only valid in residential, non-mixed use areas. There is no fee associated with the processing and issuance of a Neighborhood Block Party Permit. However, the organizer is responsible for all fees related to the renting of safety equipment and/or barricades.

RULES AND REGULATIONS

APPLICATION

1. Applications for road closures for a period not exceeding 72 hours must be submitted at least 30 (thirty) calendar days in advance of the first date of road closure and is subject to recommendation of the Public Safety Director and approval of the Township Administrator
2. Applications for road closures for a period exceeding 72 hours must be submitted at least 90 (ninety) calendar days in advance of the first date of road closure and is subject to recommendation of the Public Safety Director and approval of the Township Administrator
3. All requested information must be completed. Failure to include all requested information could result in the denial of the request.
4. The permit may be refused or cancelled if information contained in the application is found to be false, misleading, or incomplete in any material detail, or if the timing of the event would unreasonably interfere with another event for which a permit has been issued; or for other reasons as stipulated in West Chester Township Resolution No. 21-2007.
5. When approved, a block party permit shall be issued authorizing the applicant to close the street. It is subject to revocation if the applicant does not comply with all pertinent laws, rules and regulations including any conditions or restrictions imposed by West Chester Township.

ACCESS TO PUBLIC RIGHT-OF-WAY

6. Permission to use the street for this event does not give permit holders exclusive rights of access to the street or right-of way.
7. Normal pedestrian access to any and all public property must be maintained during the event.
8. It is the Block Party Organizer's responsibility to obtain safety equipment, street barricades, etc.
9. Vehicular traffic through the event site may be discouraged (but not prohibited) by the use of cones, caution tape and/or signage.
10. You may place "No Park" signs on the street within the closed area. You **may not** place "No Park" signs on any portion of the roadway outside the barricades.
11. The permit holder will provide suitable barricades to block the street and will remove them at the conclusion of the event. Cones may be available free of charge from the West Chester Township Community Services Department (513-777-6145).
12. A resident or guest of a resident, or delivery or service vehicle may not be prohibited from property accessing within the event site.
13. If the site is not a cul-de-sac, highly visible detour signs must be posted advising unfamiliar motorists of alternate routes.

14. Temporary structures, tents, vehicles, or other obstructions that cannot readily be moved aside by hand are NOT permitted on the paved area.
15. No recreational structures such as skateboard ramps, basketball poles, volleyball poles, etc. may be erected without permission from the Community Services Department.
16. Under no circumstances may holes be made in the pavement to erect a tent or for any other reason.

Safety

17. Access must be maintained throughout the duration of the event for emergency vehicles including police, fire and ambulance. Therefore, street parking must be limited to one side of the street only.
18. No permission is given by the Township to extend electricity to the event site. Contact Duke Energy if this is desired.
19. No permission is given to attach ropes, wires, signs, or other materials to utility poles. **You are hereby warned that doing so poses a risk of electrocution.**
20. Grills and other cooking devices must be positioned safely and fire extinguishing equipment placed at hand. The West Chester Fire Department can advise you in this regard at no charge (513-777-1133).
21. If traffic control or security is a concern, off-duty police officers are available for a nominal fee by calling 777-5316 (ask for Crime Prevention). We do not recommend the use of non-police personnel to direct traffic. Non-police personnel are prohibited from directing traffic on streets adjacent to or not included in the event.

Private Property / Individual Conduct

22. An "organizer" must be named as the party with overall responsibility for the event. **A means of contacting the "organizer" during the event must be provided.**
23. The designated event may not include the use of another person's private property in any form without that person's permission.
24. The laws of the Township, County and State must be observed, including but not limited to: litter, noise (loud music), liquor and conduct.
25. Provisions must be made by the participants or organizers to clean up litter and debris after the event and to remove any signs or decorations from both public and private property.
26. Loud music or excessive noise which impedes the ability of another to enjoy the use of their property is not permitted.
27. Ohio law regarding the provision of alcoholic beverages to minors in the home is not applicable in the street.
28. Parking for your event may not deprive homeowners on adjacent streets from use of their property.

Liability

29. The Event Organizer must present identification at the time of application.
30. This permit is valid for the requested date and time only. **IT MUST BE IN THE APPLICANT'S POSSESSION AT THE TIME OF THE EVENT.**
31. West Chester Township will be held harmless from any claim for damage which might arise by reason of the issuance of this permit.
32. As an organizer of your event, you are advised to consult with the provider of your homeowners insurance regarding any endorsements required to protect you in the event of a mishap.
33. The Public Safety Director may require that an event insurance binder be provide by the event organizer naming the West Chester Township Trustees as "additional named insureds."

APPLICATION

Complete this checklist and application in full and submit to the Public Service Director not more than **30 days prior to an event less than 72 hours; and 90 days prior to an event greater than 72 hours**. Failure to meet the deadline in submitting this completed checklist and application could result in the denial of the application.

*Incomplete applications will not be processed
Attach all documents at time of submission*

The application must include the following to be considered for approval:

- Detailed site map of the closure areas and event site (show assembly areas, and parade route, if applicable.)
- Description and indication of all on-site directional and promotional signage
- List of roads to be closed and the corresponding intersections.
- Petition signed by 75% of residents of the block (petition attached) and/or 75% of the residents of an apartment complex. (**alternate language:** Each resident who lives on a barricaded portion of roadway must sign the attached petition.)
- Request for removal of on-street parking

BLOCK PARTY INFORMATION

Name/Type of Event: _____

Date(s) of Event (**include day of week**): _____

Location: _____

Number of residences within the barricaded area: _____

Number of people expected to attend: _____

Date: _____ Begin: _____ AM / PM End: _____ AM / PM

Date: _____ Begin: _____ AM / PM End: _____ AM / PM

ORGANIZER(S) INFORMATION

Name: _____

Address: _____

Phone Numbers (please include area codes):

Home: (____) _____ Cell: (____) _____ Work: (____) _____

Fax: (____) _____ Other: (____) _____

Description of the event (i.e., neighborhood party or private party). What activities are planned? (i.e. parade, astro jump, tents, catering, games, live music, alcoholic beverages, etc.) Be as specific as possible. (**No dunk tanks, carnival rides, or petting zoos are allowed.**)

REQUIRED APPROVALS – FOR OFFICIAL USE ONLY

The West Chester Police Department and the West Chester Fire Department and the West Chester Services Department must grant permission for any street closure and approval of this application partially is dependent on that permission.

West Chester Community Services

APPROVED APPROVED WITH CONDITIONS Denied

Conditions for approval or reason for denial: _____

Signature: _____ Date _____
Services Director

West Chester Fire Department

APPROVED APPROVED WITH CONDITIONS Denied

Conditions for approval or reason for denial: _____

Signature: _____ Date _____
Anthony A. Goller, Fire Chief

West Chester Police Department

APPROVED APPROVED WITH CONDITIONS Denied

Conditions for approval or reason for denial: _____

Signature: _____ Date _____
Col. John W. Bruce, Police Chief

Approved Denied

Public Services Director: _____ Date _____
James Detherage

Reason _____

Signatures and Addresses of all Petitioners

One adult signature per household from 75% of residents living within the event area is required for approval. Use Additional Sheets if necessary

Please Review Dates on Front of Application
BEFORE
Signing the Petition

WE AGREE TO BE RESPONSIBLE FOR ALL INJURIES TO PERSONS OR DAMAGE TO PROPERTY

Number of Houses on Block		Number of Vacant Houses on Block		Number of Signatures	
NAME		ADDRESS		NAME	
NAME		ADDRESS		NAME	
1.		31.			
2.		32.			
3.		33.			
4.		34.			
5.		35.			
6.		36.			
7.		37.			
8.		38.			
9.		39.			
10.		40.			
11.		41.			
12.		42.			
13.		43.			
14.		44.			
15.		45.			
16.		46.			
17.		47.			
18.		48.			
19.		49.			
20.		50.			
21.		51.			
22.		52.			
23.		53.			
24.		54.			
25.		55.			
26.		56.			
27.		57.			
28.		58.			
29.		59.			
30.		60.			