



Block Party Application Form

(Please complete form and return to the City Manager's Office)



700 Broad Street
St. Joseph, MI 49085
tel (269) 983-5541
fax (269) 985-0346

Applicant Information

Applicant name (First, Last): _____
Applicant Street Address: _____
Applicant telephone number: _____
Applicant e-mail: _____
Applicant fax: _____

Block Party Information

Requested Day and Date of Block Party: _____
Beginning Time of Block Party (*not before 8AM*): _____
Ending Time of Block Party (*not after dusk*): _____

Street location of block party: _____

(Example: "Forres Avenue, between Winchester Avenue and the alley next to 1701 Forres.")

Have all residents adjacent to the street location above been notified of the request? _____
(All residents must be notified by the applicant before the request will be considered.)

Applicant Signature

"I hereby affirm that the information on this application is true to the best of my knowledge and belief, and agree that I will be responsible for making certain that the block party follows the ordinances, rules, and regulations of the City of St. Joseph, and that the barricades are used properly and returned to the City in good condition."

Applicant Signature: _____

Date: _____

Approval/Denial

Approved / Denied (*circle one*)

Signature of City Manager or Designee: _____

Date: _____

If denied, reason for denial: _____

Copy: Chief of Police, Public Works Director, Traffic Department, Street Department

CITY OF ST. JOSEPH
BLOCK PARTY POLICY

July 2006

In General

1. The City of St. Joseph, believing there is a benefit to the community in encouraging a sense of community within neighborhoods, will permit the use of public rights-of-way for neighborhood “block parties” under the terms of this policy.

Restrictions

2. Block parties will be permitted only on Saturdays, Sundays, or federal or state public holidays.
3. Block parties must be on residential streets. Block parties may not be on state highways or on streets necessary to provide access to other commercial or residential areas or public parks.
4. Residents should set up tables, chairs, rubbish containers, etc. with an eye toward preserving a route at least 12’ wide in case it is necessary for an emergency vehicle to respond to the block during the party.
5. By taking part in a block party, residents acknowledge that streets are maintained to a standard suitable for vehicular use rather than pedestrian use, and assume all risks associated with use of the street as a recreational area.
6. Block parties may begin no earlier than 8AM, and must conclude not later than dusk.
7. The application shall be made by a single City resident who is a resident of the block party area, who will be present at the block party and who will be responsible for ensuring that the rules and regulations are followed, that the area is cleaned up after the party, and that City-provided barricades are used properly and are left in good condition.
8. Block parties must still abide by City ordinances, including those regarding amplified sound and prohibiting the possession or consumption of alcohol on public property.
9. At the beginning of the block party, residents must use the City-provided barricades to block all streets and alleys providing vehicular access to the block party area, to ensure that vehicles do not drive into the block party area. In the event that it is necessary to let a resident’s vehicle into or out of the block party area, the barricades will be temporarily moved and then immediately replaced. At the end of the block party, the barricades will be removed and set on the tree lawns for pickup.
10. The applicant should have a copy of the approved Block Party Application Form available throughout the block party.

Procedures

11. A City resident who wishes to request a block party shall submit a Block Party Application Form to the City Manager's Office, describing the particulars of the request. The applicant is responsible for notifying the residents of the affected area before submitting the request. The application should be submitted not less than three weeks before the requested date; it is to the applicant's benefit to make a timely application.
12. The City Manager or designee will consult with staff, and approve or reject the application in writing. Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous block parties in this location or sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a block party; or if the applicant has supplied false information on the Block Party Application Form.
13. An aggrieved party may appeal, in writing, the City Manager's decision to the City Commission, which will consider the appeal at its next meeting, in view of the standards described in Section 12, above.
14. In the case of an approval, on the last working day before the date of the block party, the Public Works Department shall drop off adequate barricades at the appropriate intersections.
15. On the first working day following a block party, the Public Works Department shall pick up the barricades. Any missing or damaged barricades shall be reported to the City Manager's Office.