



**CITY OF SEDONA
BLOCK PARTY PERMIT APPLICATION**
City Maintenance Division
102 Roadrunner Drive
Sedona, AZ 86336

Permit No. _____
Date Received: _____
Permit fee: \$60.00

This right-of-way permit is issued pursuant to City Code Section 12.05. Anyone acting under the terms of this permit agrees to hold the City harmless for the placement and/or the operation of the encroachments approved under this permit. All applicable lines or boxes shall be filled in or checked.

Please Note: Applications received less than 30 (thirty) days prior to a scheduled event may not be approved

(X) BLOCK PARTY PERMIT (This Permit shall be available at the Block Party)

Location: _____

Date of Event: _____ **Start time:** _____ **Duration or End Time:** _____

Expected number of people participating: _____

Submittal Requirements: The following items are required for this permit, place a checkmark and date by each item when it is completed.

_____ **Review the "Neighborhood Block Party Guidelines, Procedures and Conditions of Approval"**
DATE

_____ **Attach a site map or sketch of the block party encroachment area showing the nearest intersecting street names. Please show proposed vehicle parking areas.**
DATE

Yes **No** **Are you proposing a road closure?** All road closures require a traffic control plan. Road closures may only take place between 7:00 am - 6:00 pm. This permit does not allow road closures for roads whose Average Daily Traffic (ADT) is estimated to exceed 300 ADT. A separate right of way permit is required for a proposed road closure on roads with an estimated 300 ADT and higher. A traffic control plan shall be submitted along with this application for review. The traffic control plan shall be designed by a certified traffic control company and shall conform to the Manual on Uniform Traffic Control Devices (M.U.T.C.D.). Contact Victor Estrada at (928) 204-7800 if you have questions regarding whether you may use this permit for your block party.

Yes **No** **A traffic control plan is attached for review.**
All proposed road closures will require that a traffic control plan be submitted to the City for review and approval.

Neighborhood or Organization Name: _____

Responsible Person Contact Information: The person signing has reviewed and agrees to the "Neighborhood Block Party Guidelines, Procedures and Conditions of Approval" and will be responsible for the placement and removal of any temporary encroachments, cleanup and agree to hold the City, its officers and employees, whether elected or appointed, harmless from any liability arising from this residential block party. The responsible person shall be responsible for assuring compliance of the event with the terms of this permit. This permit shall be made available to all City Personnel upon request and a copy shall be posted within the block party area during the event.

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Signature of Applicant: _____ **Date:** _____

This Permit is not valid until signed and dated

Permit Approved by: _____ **Date:** _____

CITY AGENT

City of Sedona Block Party Application

Neighborhood Block Party Guidelines, Procedures and Conditions of Approval

1. Submit an application four (4) weeks in advance of the event.
2. Submit a barricade plan with each Block Party Application. Submit a sketch or site map with a simple diagram of streets and corners involved, name each street, and indicate where barricades will be placed. Show proposed parking areas for people attending the event.
3. Do Not Block: Fire Hydrants, Fire Lanes, existing No Parking Zones and Mailboxes.
4. This permit does not allow road closures for roads whose Average Daily Traffic (ADT) is estimated to exceed 300 ADT. Please note that cul-de-sacs are usually the best alternatives for such an event.
5. Please refer to attached map for street classification or call 928-204-7800 to verify street classification.
6. Cooking, open flames, food vendors and amplified music require a TUP (Temporary Use Permit). Please contact Sedona Community Development at 928-203-5024 for information.
7. All tents and open flames require a permit from the Sedona Fire District, 2003 International Fire Code Standard. You may contact the Fire District office at 928-282-6800 or at 2860 Southwest Drive, Sedona, AZ 86336.
8. Please complete the property owner and resident consent sheet. All affected property owners and current resident of properties directly affected by the block party shall sign the attached sheet (Page 3) consenting to the event. Block Parties may not be held in front of nor affect access to non-consenting properties.
9. Conditions of Approval:
 1. _____

 2. _____

 3. _____

 4. _____

Property Owner and Resident - Consent Sheet

By signing your name you are consenting to the temporary street closure for this block party. You further agree that you shall hold the City, its officers and employees, whether elected or appointed, harmless from any and all liability arising from this residential block party. **If you choose not to sign the Consent sheet the block party may not be held in front of nor affect access to your property or residence.**

I consent and am in agreement with the proposed street closure and block party.

Signature	Address	Phone

I do not consent to or agree to the following event. I am located within the proposed area of the block party and temporary street closure.

Signature	Address	Phone

You may add additional pages as needed.