

Block Party / Estate Sales Permit Application



Public Works Department

108 Roadrunner Drive Sedona, AZ 86336

(928) 204-7111 • www.sedonaz.gov/PW

(928) 203-5100 • ROWPermits@SedonaAZ.gov

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 () ESTATE SALE () BLOCK PARTY PERMIT **(This Permit shall be available on Site)**

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 the 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 the Right-of-Way Office at (928) 203-5100 if you have questions regarding whether you may use this permit for your block party or estate sale.

() **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

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 the 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 residents 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:**
 - a. If this event is being organized in a neighborhood with “Parking by Permit” only restrictions provide a map of the neighborhood and a letter from the HOA in charge of issuing the permits, stating approval of the event. Event is not limited to block parties, estate sales, garage sales, meetings; any organized event that may require parking beyond private property and into the road shoulders or roadways.
 - b. _____

