Neighborhood Block Party: Streamlined Approval Process

Prepared by : Parks and Recreation

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Neighborhood Block Parties

Code of Ordinances Sec. 25-245. - Neighborhood block parties.

The city believes that neighborhood block parties are in the public interest and a benefit to the citizens. Persons organizing a neighborhood block party are required to obtain a special event permit from the city and must file an application at least fourteen (14) days before the intended event date. The director of parks and recreation, or his designee, may determine that the application can be processed in a shorter time period, taking into consideration the nature and scope of the proposed event.

Neighborhood block parties will be exempt from special event application fees described in this article, but may be subject to other city fees (e.g. tent permit fees). A process for notifications to affected properties adjacent to the special event must be submitted in accordance with section 25-217. Neighborhood block parties are exempt from the insurance requirements set forth in section 25-248.

CPC 25-037

December 12, 2025

Points of Discussion

- **Eligibility Criteria:** Events must be hosted by residents, limited to 8 hours, with no more than 200 attendees, and no amplified sound or commercial activity.

- **Required Documentation:** Includes a street closure map (TXMUTCD-compliant), a roster of affected homeowners with required signatures, and a simplified application form.

- **Online Submission:** Residents submit applications via the Special Event Smartsheet at least 30 days in advance.

- **Review Process:** Applications are reviewed by Parks and Recreation, Transportation Services, and Public Safety departments.

- **Barricade Responsibility:** Organizers are responsible for providing TXMUTCD-compliant barricades and signage.

NEIGHBORHOOD BLOCK PARTY

Staff Recommendations

- Streamline the process for neighborhood block party approvals.

- Consider adding a permit fee for block parties during the FY 26-27 Budget Process.

- Amend the ordinance to increase the required application submission window from 15 days to a longer period (e.g., 30 days) to allow for adequate review and coordination.

Questions/Discussion