

UNITE, GROW,



Denton Parks and Recreation



# PLANNING A BLOCK PARTY

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## **Contact Information**

Special Events Team  
SEpermits@cityofdenton.com  
(940) 349-7275



## BLOCK PARTY CRITERIA

A block party refers to the closure of a street within a residential neighborhood involving 200 or fewer attendees. These events are held and attended by people residing in the neighborhood, within walking distance and they are not intended to be publicized or open to the general public.

### Highlights

- A block party permit is required for minor community events within a residential neighborhood that are requesting a temporary road closure.
- Block party permits will not be granted to residents of an apartment complex or owners of a commercial property.
- Block parties may take place between 9:00 a.m. and 9:00 p.m. and cannot exceed 8-hours.

### **The Following Uses & Activities Are Not Permitted**

- Races, parades, runs, or other similar events
- Sale of merchandise, food, or beverages
- Amplified sound
  - DJs, professional sound systems, live bands, or other excessively loud equipment
- Food trucks and concession stands that sell menu food items
  - Food trucks or concessionaires hired as caterers for an event are allowed but would need to obtain a temporary food permit

If your event is beyond the scope of a neighborhood block party involving 200 or more attendees or meets one or more of the following criteria, you will need to submit a [Special Event Permit Application](#).

- (1) Closing or impacting a public street, sidewalk, or trail;
- (2) Blocking or restricting city-owned property;
- (3) Sale or distribution of merchandise, food, or beverages on city-owned property;
- (4) Erection of a tent equal to or greater than four hundred (400) square feet in area;
- (5) Installation of a stage, band-shell, trailer, van, portable building, grandstand, or bleachers;
- (6) Placement of portable toilets on city-owned property;
- (7) Placement of temporary no-parking signs in a public right-of-way;
- (8) Placement of pedestrian boundary markers on city-owned property;
- (9) Placement of additional waste containers; or
- (10) Having an impact on public safety

## HOW IT WORKS

### **01 SUBMIT AN APPLICATION WITH THE FOLLOWING**

- Submit your application and supplemental requirements online at [City of Denton Block Party Application](#) 30 days prior to the event date
- Submit payment for the application fee and any other fees that apply
- Submit the draft Site Map

### **02 NOTICE TO PROCEED**

After initial review of the Block Party Permit Application, staff will send a Notice to Proceed email to the event organizer. This process usually takes 5-7 business days.

The Notice to Proceed will allow organizers to proceed with planning the event. The email will include a checklist and timeline for all other items needed.

### **03 APPLICATION ASSESSMENT AND APPROVAL PROCESS**

Applications are reviewed and assessed in coordination with other City department staff on the Special Event Review Committee and may result in the need for additional information or meetings.

The event organizer will then follow the custom event permitting checklist and submit all documentation via Smartsheet by the noted deadline.

### **04 APPLICATION APPROVAL, DENIAL, AND/OR REVOCATION**

A Block Party Permit is granted once the application, supplemental forms, plans, and payment have all been received and approved.

## APPLICATION FEES & DEADLINES

- Applications must be submitted at least 30 days before your event and no more than 12 months in advance. A \$60 application fee applies.
- Applications submitted past the 30-day due date are subject to denial and will incur a late fee of \$30 if a Notice to Proceed is given.

## PERMIT APPLICATION & ORDINANCE HIGHLIGHTS

**Application is Required** | Neighborhood Block Party organizers are required to obtain a block party permit from the City and are subject to the filing periods set forth in [Sec. 25-216](#).

**Notification is Required** | Neighborhood Block Party organizers are required to notify all neighbors impacted by the party and related street closure request in accordance with [Sec. 25-218](#).

**Exempt from Traffic Control Plan Requirement** | Neighborhood block parties are exempt from the traffic control plan requirements set forth in [Sec. 25-243](#).

**Exempt from Insurance Requirement** | Neighborhood block parties are exempt from the insurance requirements set forth in [Sec. 25-248](#).

## NOISE ORDINANCE

Due to the timeline required for Council approval, neighborhood block parties are not eligible for a noise exemption and must be in compliance with the City's noise regulations outlined in [Sec. 17-20](#).

## RESOURCES & GUIDELINES

**Waste Management** | City of Denton Solid Waste portable trash and recycling containers are available to borrow at no cost. If requesting to use the ClearStream® Loan Program from the City of Denton, please email Shelby Smith at [Shelby.Smith@cityofdenton.com](mailto:Shelby.Smith@cityofdenton.com).

**Inflatables** | Inflatables with canopies larger than 700 sq ft have to be approved by the fire department.

**Electric** | All electrical equipment and installations must comply with the currently adopted version of the National Electric Code.

**Temporary Structures** | Typical consumer pop up tents are permitted; however, a separate permit would be required to have tents that are more than 400 sq ft.

**Temporary Food Permit** | Commercial food vendors will need to either have a permit on file with Health and Safety Division or they will need to fill out a Temporary Event Application (\$50) and submit it to the Health and Safety Department.

## BLOCK PARTY DESCRIPTION REQUIREMENTS

Preparing for a block party is a critical part of the planning process and the details on your application and all other requirements are essential to ensuring safety for all attendees.

### Event & Contact Details

- Name and contact of block party organizer
- Block party date and times

### Block Party Description

- Name of nearest cross street
- Anticipated attendance
- Block party activities
- Temporary road closure

## SITE MAP REQUIREMENTS

The Site Map represents the event layout and needs to effectively cover all requirements outlined below.

Note: A twenty-four (24) foot unobstructed emergency lane must be maintained within the block closure.

### Identifications

- Temporary structures, tents, equipment, canopies, inflatables, etc.
- Food and beverage locations
- Barricades for temporary road closure

## AUTHORIZATION FROM HOMEOWNERS ASSOCIATION

If there is an established homeowners association where the neighborhood block party is being held, the block party organizer must obtain and provide written permission from homeowners association granting authorization to host the neighborhood block party.

## INSURANCE REQUIREMENTS

Neighborhood block parties are exempt from the insurance requirements set forth in [Sec. 25-248](#). However, a Waiver of Liability and Release and Indemnification Agreement must be submitted by the block party organizer assuming all risks of the gathering.

## PUBLIC SAFETY PERSONNEL

Both Police Department and Fire Department personnel will review the block party application and site map as a part of the permitting process. Public safety personnel are not required to be on-site for block parties. In the event of an emergency, call 911.

## TEMPORARY STREET CLOSURE REQUIREMENTS

Whenever possible, choose a location that will not disrupt normal traffic patterns. Permits will not be approved if closure includes arterial streets, intersections or streets with a bus stop and/or traffic light.

### **Ideal Streets for a Block Party**

- Cul-de-sac street closure
- Dead end street closure
- Circular street with two exits

### **Prohibited Streets for a Block Party**

- Street that is an arterial or collector street with two (2) or more lanes
- Street with a bus route or traffic signal (within the street closure request)
- Multiple and/or connected blocks

## ARTERIAL STREETS VS. COLLECTOR ROADS

### **Arterial Streets**

- A high-capacity road that carries longer-distance flows between important centers of activity
- The backbone of a traffic network
- Designed for unimpeded high-speed movement
- Traffic signals are used at most major intersections
- Can include four lanes or more
- Speed limits typically range from 45 to 55 mph
- May be divided at the center or a center turn lane

### **Collector Roads**

- A low-to-moderate-capacity road that moves traffic from local streets to arterial roads
- Designed to provide access to residential properties
- Could include signaled intersections, traffic circles, or stop signs at intersecting roadways
- Speed limits typically range from 25 to 45 mph
- May include traffic calming, such as narrower lanes or roundabouts

## TRAFFIC CONTROL EQUIPMENT

The city will provide Type II barricades for the temporary road closure. It is the applicant's responsibility to coordinate pick up and drop off times with the appropriate City staff prior to the date of the block party.

Type II barricades are available on a first come first served basis and must be returned on the first business day following the block party event.

### Highlights

- Requires Street Closure Request and Notification Form signatures
- The City does not provide traffic plans or additional signage
- No homemade barricades and/or signage is allowed
- The City Traffic Engineer's Office reserves the right to deny a block party for other reasons, such as traffic congestion or safety concerns.

## STREET CLOSURE NOTIFICATION FORM

A Neighborhood Block Party is intended for residents of that neighborhood and everyone on the block impacted by the street closure should be notified about the party in advance. Temporary residential street closures require the approval and signature of homeowners impacted by the street closure.

### **Forms of Notifications to Help Gain Required Signatures**

- Closed neighborhood Facebook groups
- Door to door conversations
- NextDoor
- Email

## AMERICANS WITH DISABILITIES ACT

[A Planning Guide for Making Temporary Events Accessible to People with Disabilities](#) provides information to assist planners, managers, operators and building owners in making temporary events accessible to people with disabilities. For questions, please call your regional ADA Center at 1-800-949-4232.

## BLOCK PARTY PERMIT APPLICATION

**[CLICK TO ACCESS THE BLOCK PARTY PERMIT APPLICATION](#)**