

Neighborhood block parties:
Streamlined Block Party Approval Process
(Based on Code of Ordinances Sec. 25-245 – adopted 2019)

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](#).

Purpose

To simplify and expedite the approval process for neighborhood block parties that require residential street closures, while ensuring public safety, resident notification, and compliance with city ordinances.

Eligibility Criteria

- The event is hosted by residents on a residential street.
- Street closure is for social gathering purposes only (no races, parades, amplified sound, or commercial sales).
- Event duration is no more than 8 hours.
- The attendance does not exceed 200
- Location is limited to two events per year

Step-by-Step Process

Step 1: Prepare Required Documents

Before applying, gather the following:

1. Street Closure Map: If requesting a street closure for a block party, the map must follow TXMUTCD standards. It should clearly show street names, closure areas, a north arrow, and barricade placement. Include Type 3 barricades, “Road Closed” signs, advance warning signs (e.g., “Special Event Ahead”), and

detour signage. If using a barricade rental company, they can often provide a compliant Traffic Control Plan at no extra cost.

Note: Emergency vehicles (police and fire) must be able to access and navigate the street at all times.

2. Roster of Affected Homeowners:
 - a. Less than ½ mile closure: 75% of affected homeowners must sign.
 - b. More than ½ mile closure: 50% of affected homeowners must sign.
3. Simplified Block Party Application:
 - a. Organizer contact info
 - b. Event date/time
 - c. Description of activities
 - d. Estimated attendance
 - e. Notification plan for adjacent properties
 - f. Insurance Waiver (if applicable)

Step 2: Submit Online Application

Use the Special Event – Smartsheet (Modify SE form) to apply for:

1. Block Party Permit
2. Residential Street Closure
3. Upload all required documents.
4. Submit at least 30 days before the event.

Step 3: City Review & Approval

- Parks & Recreation reviews the block party application.
- Transportation Service reviews the street closure and barricade plan.
- Safety Review – PD, Fire, EAP, (Solid Waste)
- No insurance required unless otherwise determined by risk management.

Step 4: Barricades and Road Closure signage

- Barricade and road closure signs are the responsibility of the event organizer
- Barricades and road closure signs must meet TXMUTCD standards

Step 5: Host The Event!

Ensure compliance with:

- No amplified sound or commercial sales
- No food trucks, unless acting as caterers
- No entry fees
- Keep the event within the approved time window.

Current Special Event Process vs. Streamlined Neighborhood Block Party Option

Category	Current Process	Streamlined Block Party Option
Review Process	Fluid, case-by-case review	Clear, defined parameters
Application Timeline	60- 90 day advance submission required	Reduced to 30-day submission window
Liability Insurance	Mandatory	Not required
Submitted Documents	10–15 required	Fewer than 5 required