



GUIDANCE DOCUMENT- BLOCK PARTY PERMIT

Description

The Block Party Permit is required for any organized residential neighborhood event requires temporary closure of a local public street.

Permit Application Requirements

To apply for a Block Party Permit, an applicant must submit the following items:

- A completed and signed Block Party Permit Application Form
- Completed neighborhood notification signature sheet (see attached)
- Site Plan/map of location, including address, cross streets, and temporary removable barricades.
- Public Safety Permit, if applicable (contact City of Hillsboro Fire Department)

Fees

The City currently does not charge a fee for Block Party Permits.

Additional Block Party Permit Guidance

To increase likelihood of permit approval, reduce the risk for liability of the event organizer and City, and to promote a lawful, safe, and successful event, event organizers must address and adhere to the following City policies. City permitting staff are available to provide more information and assistance.

1. Applicants for block parties shall provide either a petition or application signed by all residents within the area to be seriously impacted by any requested temporary street closure, amplified music, or any request which might have a significant impact on area residents. Failure to secure approval (or request) of such residents shall be cause for direct denial.
2. Applicants must agree to leave an access lane with a width of at least 12 feet available for emergency vehicle ingress and egress.
3. No permitted activities may commence before 10 a.m. or continue past 11 p.m. on any day. No sound amplification will be permitted after 10 p.m.
4. No permitted activities may be conducted within 500 feet of any school, church, hospital, nursing home, or similar operation unless endorsed by the management of such institution.
5. Public rights-of-way will be cleaned and left free of litter and debris (this assurance to be provided by applicants).
6. The issuance of permission shall never be construed to permit or condone the consumption of alcoholic beverages on public property. Such consumption is a violation of City Ordinance.
7. Major through streets will not be considered eligible under this policy.
8. Applicants agree to hold harmless the City, its officers and agents from any liability arising from any activity permitted.

City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately five business days.

Inspections

No more than 24 hours after the block party has been completed, the applicant must schedule a post-event inspection with a City inspector to ensure the event site has been cleaned up and traffic control measures have been removed.

For further questions please contact:

Community Development Department

150 E Main Street, 4th Floor, Hillsboro, OR 97123 Phone 503-681-6153

Permits@Hillsboro-Oregon.gov

GUIDEANCE DOCUMENT- BLOCK PARTY PERMIT (CONTINUED)

Neighborhood Notification Signature Sheet

WE, THE SIGNERS OF THIS PETITION, hereby request permission to use part of (name of street[s]):

Block Party will be held on: _____
DATE

Event hours: _____ and _____ START TIME END TIME

Signature

Address

_____	_____
_____	_____
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You may attach additional petition sheets, if necessary.