

## Block Parties in Residential Areas (local street closures)

See **SPECIAL EVENTS** for non-residential areas

<b>Purpose</b>	The Transportation & Mobility Division and the Denver Police Department have adopted standards for the closure of the streets/alleys for private use to safeguard the interests of the applicants as well as the general public. Block Party permits are for residential street/alley closures permitted to residents only; all other closures are permitted under Special Events. Please note that block parties cannot be permitted for non-profit or for-profit entities, only residents on the specific residential block being requested.
<b>Document Date</b>	November 8, 2016
<b>Customer Interface</b>	Most communications between the City and the customer will be done through Public Works Permit Operations (PWPO).
<b>Application and Processing</b>	<p>Block party organizers are required to submit a completed block party application and resident petition to receive a block party permit. Forms are provided below. Completed paperwork can be submitted the following ways:</p> <ol style="list-style-type: none"> <li>1) Via email: <a href="mailto:pwpermits@denvergov.org">pwpermits@denvergov.org</a></li> <li>2) By fax to: 303-446-3755</li> <li>3) In person at Denver's Wastewater Management Building, 2000 West 3<sup>rd</sup> Avenue, 1<sup>st</sup> floor permitting office (303-446-3759). The building is at the corner of 2<sup>nd</sup> Avenue and Umatilla Street.</li> </ol>
<b>Petition From Residents</b>	<ul style="list-style-type: none"> <li>• Every resident must be notified of the street/alley closure.</li> <li>• A completed Petition for Street or Alley Closure form, signed by approximately 75% of the residents impacted by the closure, is required.</li> <li>• At homes where residents are unavailable to sign, the petitioner shall leave written notice of the proposed closure, indicating the street/alley to be closed with the date and hours specified.</li> <li>• When the petitioner has secured signatures from residents approving the street or alley closure, one applicant, who shall be delegated to assume responsibility for meeting the above conditions, shall apply in person not less than five (5) working days in advance of the proposed date of street closure to Public Works Permit Operations.</li> </ul>
<b>Time Limitation</b>	Street/alley closures shall be permitted only between 10:00 A.M. and 10:00 P.M. in residential areas. The City's Noise Ordinance is enforceable at all times, see the Denver Revised Municipal Code Chapter 36-7 (3).

<b>Indemnification Agreement</b>	<p>The Applicant must sign an Indemnification Agreement which is included in the Application for a Block Party Street Occupancy Permit form.</p>
<b>Insurance</b>	<p>The City and County of Denver is not responsible for any loss or damage arising out of the Applicant's use of a residential street or alley. Applicant acknowledges that private homeowners' or commercial liability insurance may not provide Applicant with liability coverage for accidents that occur outside of Applicants' private property and in the public right-of-way. Applicants can purchase insurance through the Tenant Use and Liability Insurance Program (TULIP), offered through the City. Participation in TULIP lists the City as additionally insured. See exhibit A for instructions on purchasing TULIP.</p>
<b>Barricades</b>	<p>The Permittee shall be responsible for providing barricades/signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) as revised by the Colorado Supplement. See exhibits B, C &amp; D for a list of barricades needed and proper placements of barricades for either a street and/or alley closure. These are minimum requirements for a typical 36' wide local street. Some streets may require additional barricades. Detours will require an approved traffic control plan.</p>
<b>Litter</b>	<p>The applicant shall be responsible to ensure that the street and/or alley is returned to a clean and sanitary condition prior to re-opening for vehicular traffic.</p>

# EXHIBIT A

## National Tenant User Liability Program

### Tenant Users Liability Insurance Policy (TULIP)

### Website Instruction

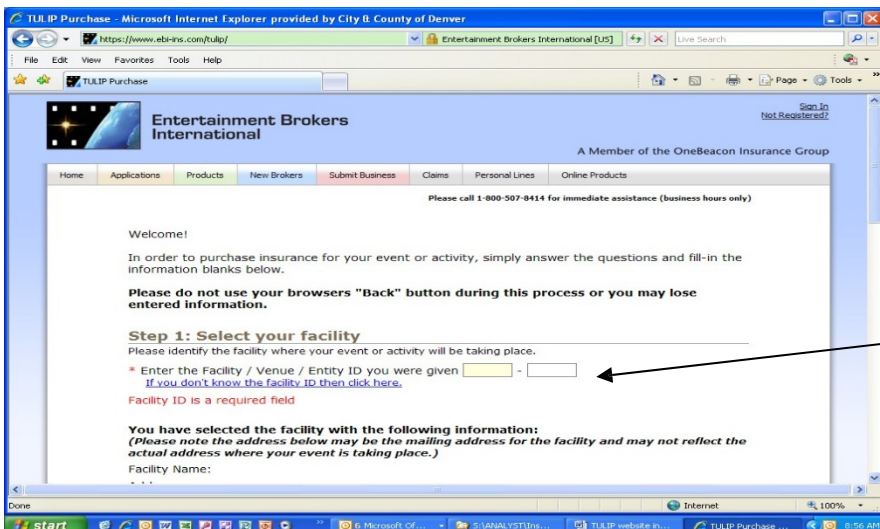
*If you have questions or are having trouble accessing the website, please call 1-800-507-8414*

Note: You may view TULIP fees by obtaining a quote, with no obligation to purchase.

To access the TULIP program, please visit <https://www.ebi-ins.com/tulip/>

1. Step 1 asks you to select your facility (the location your event will be taking place). Enter the actual facility code:

**DENVER PUBLIC WORKS = 1879-002**



Enter Facility ID  
# 1879-002  
Here

2. Once you have made a selection, please verify you have the correct location before proceeding to the next step.
3. When you have selected the correct location, you are ready to follow the steps to obtain your quote and purchase coverage if desired. If you do not have the correct location, you can go back to the drop down lists to select again.

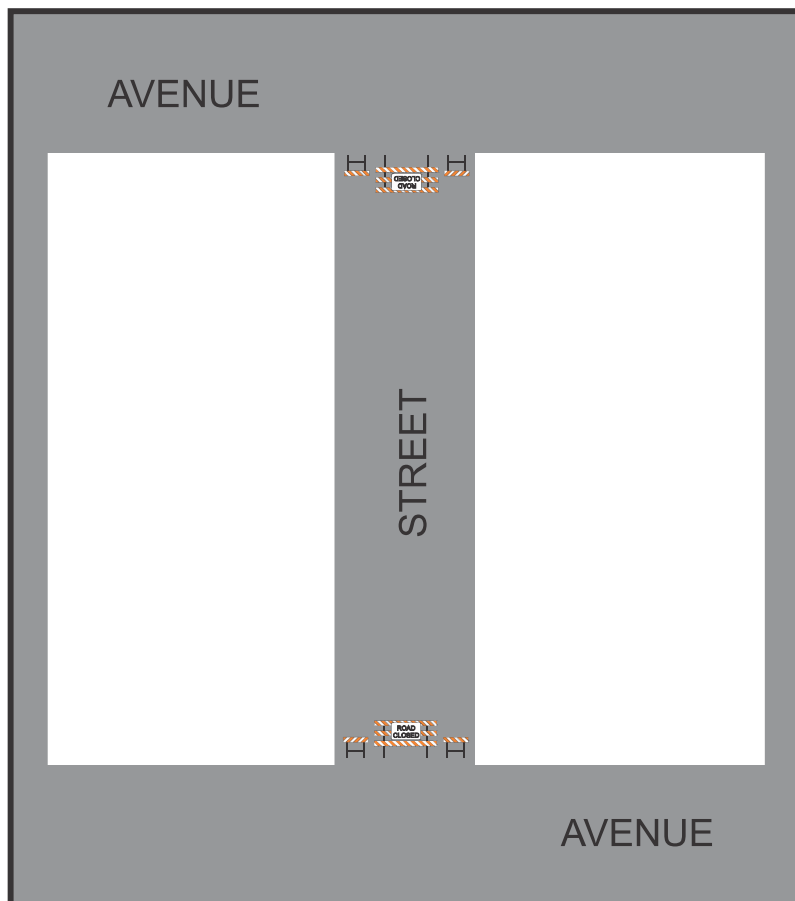
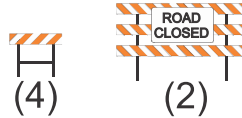
**IMPORTANT!** When you are asked for the name of your event, include the name of the park, recreation center or other facility you are renting in the name. If you have a permit number, please include that, as well.

Examples: Closure of 1800 to 1900 Lawrence Street for Block Party  
John Smith Family Picnic at City Park  
Permit Number XXXX

4. Once coverage has been purchased, a certificate of insurance will be e-mailed to you. Please print and provide a copy to the Public Works Permit office.

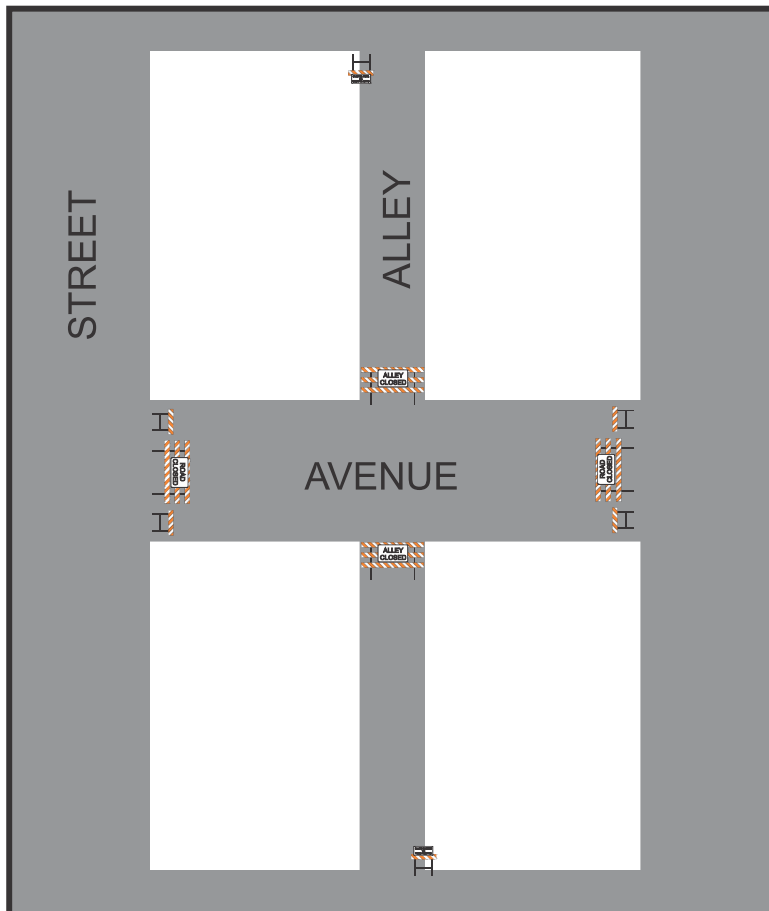
## EXHIBIT B

### BARRICADES REQ'D (STREET CLOSURE - NO ALLEY)



## EXHIBIT C

### BARRICADES REQ'D (AVENUE CLOSURE WITH ALLEY)

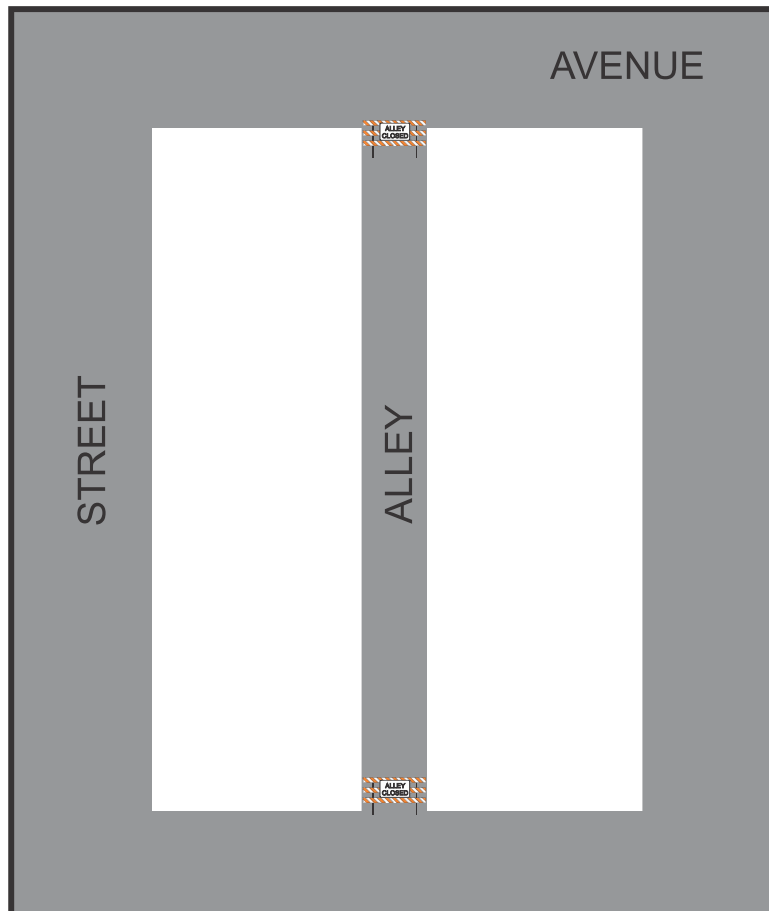


## EXHIBIT D

### BARRICADES REQ'D (ALLEY CLOSURE)



(2)





**Application for a Block Party Street Occupancy Permit**

Applicant name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone number: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Date of block party event: \_\_\_\_\_

Location of block party (circle all that apply):    STREET            ALLEY

**For a street block party, complete the following:**

The Block Party will occur on \_\_\_\_\_

(Street/Avenue)

Between \_\_\_\_\_ and \_\_\_\_\_

(Street/Avenue)

(Street/Avenue)

**For a block party including an alley or solely in the alley, complete the following:**

The block party will occur in the alley bounded by the following Streets/Avenues:

\_\_\_\_\_ Street/Avenue

\_\_\_\_\_ Street/Avenue

\_\_\_\_\_ Street/Avenue

\_\_\_\_\_ Street/Avenue

Applicant must comply with all applicable city and state laws. Applicant further acknowledges that he, she, or it must promptly comply with orders of law enforcement personnel, firefighters or other emergency workers. Applicant acknowledges and agrees that he, she, or it is not immune from civil claims of third parties that are based upon loss or damage occurring at, or in conjunction with, block party events.

As an applicant for a block party permit, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit and I agree to comply with each of those conditions and procedures. I understand I must circulate a notification petition to all residents on this block using the form provided by the City, and it must be submitted prior to the issuance of a block party permit. I intend to maintain a copy of the permit which allows the street and/or alley to be closed for this event, and keep it on-site during the block party. As a representative of the block party, I will abide by all standards and block party permit conditions. I understand that the use of the public right-of-way for this block party includes some risks to participants.

\_\_\_\_\_ (initial)



**INSURANCE**

Liability insurance is not required to obtain a street occupancy permit for a block party. However, Applicant acknowledges that private homeowners' or commercial liability insurance may not provide Applicant with liability protection for accidents that occur outside of Applicant's private property and in the public right-of-way. Applicant is aware that he, she, or it can purchase insurance through the Tenant Use and Liability Insurance Program (TULIP) offered by the City.

Please check one of the following:

\_\_\_\_\_ I secured insurance for my party through my homeowner's insurance or business organization

\_\_\_\_\_ I elected to purchase insurance coverage using the City's T.U.L.I.P program

\_\_\_\_\_ I have not secured insurance

**INDEMNIFICATION AGREEMENT**

1. Applicant agrees that he, she, or it will defend, indemnify, reimburse and hold harmless the City and County of Denver ("City"), its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the Applicant's temporary use of the premises for which the Applicant is permitted to conduct a block party event on the date referenced above, that are due to the negligence or fault of the Applicant or the Applicant's agents, employees, representatives, subcontractors, suppliers, volunteers, patrons, guests, licensees, or invitees, or of any other person entering in or upon the Premises for said block party event with the express or implied invitation or permission of Applicant ("Claims").

2. Applicant's duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Applicant is not named as a Defendant.

3. Applicant shall obtain, at its own expense, any insurance that he, she, or it deems necessary for the Applicant's and the City's protection.

The person signing and executing the Indemnity Agreement on behalf of Applicant represents and warrants that he or she has been fully authorized by Applicant to execute the Agreement on behalf of Applicant and to validly and legally bind Applicant to all the terms, performances and provisions of the Indemnity Agreement.

**I affirm, under penalty of perjury, that the statements and representations made in connection with this application are true to the best of my knowledge.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For City/Public Works use:

Date application received \_\_\_\_\_ Date permit issued \_\_\_\_\_

Permit # \_\_\_\_\_ Permit Issued by \_\_\_\_\_, PWPO





## Petition for Street or Alley Closure for Residential Block Party

<b>Street</b> _____ <b>between</b> _____ <b>and</b> _____
<b>Date</b> _____ <b>Hours: From</b> _____ <b>A.M./P.M. to</b> _____ <b>A.M./P.M.</b>
<p>The below named persons, including approximately 75% of all residents on both sides of the above named street/alley section, request the closure of said section on the date and during the hours specified above for their private use.</p>

Signature	Address of Property	Telephone	Date
1.			
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