ALAN D. McKNIGHT
Director

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR

RECREATION AND PARKS DEPARTMENT

Dear Applicant:

Enclosed is the Block Party/Street Closure application that you have requested. Please read the application carefully, including all requirements and restrictions listed within. City Code states that the submitted petition must include at least eighty percent (80%) of the property owners' signatures whose property adjoins the public street being closed. Please contact the **Columbus Division of Police, Special Events Unit at 645-4375** to make an appointment for approval and street designation as a major or non-major thoroughfare after the signatures are collected. Police will also determine if parking meters will be removed from service for your closure. The parking meter request form will need to be completed if the Police determine that meters will be impacted. This fee will be designated by the Parking Violations Bureau and collected by Columbus Recreation and Parks with the application fee. All applications must be submitted in person with original property owner signatures. We recommend that completed applications be returned to the Columbus Recreation and Parks Permit and Rental Services Section no less than ***thirty (30)*** days prior to the date of the street closure. For events requiring alcohol permits through the State, we require that the completed application be turned in no less than ***sixty (60)*** days prior to the date of the street closure / event. Any application received less than fifteen (15) days prior to the date of the street closure may not be processed. Below is a list of laws and restrictions to review prior to completing the application:

- No block party activity shall be conducted between the hours of 12:01am and 8:00am without the documented permission from the Director of Recreation and Parks.

- No Street may be closed for the purpose of a commercial activity. From Columbus City Codes, the following is provided:

  923.01 Definitions.

  (A) **"Block Party"** means the closing of one (1) or more public streets between one (1) or more intersections for the common purpose of the residents of the public street, or for the common purpose of the community at large, other than for a parade or commercial activity.

  (B) **"Commercial activity"** means the ordinary activities of trade and commerce where the profit motive is the primary purpose of the block party. This terminology does not apply to sales of the materials which are intended to convey information and ideas, or which espouse causes or beliefs protected by the First Amendment of the U.S. Constitution, whether in form of books, pamphlets, buttons, bumper stickers or t-shirts.

- **No Application will be accepted by mail or without approval from the Columbus Division of Police's Special Events Unit, Traffic Bureau (645-4375).** Advanced notice of your arrival is required.

- A Street Closure / Block Party Permit is not a permit for alcohol sales, distribution, or consumption in a public right-of-way. All public right-of-way laws still apply to the permitted closed street. Alcohol may only be sold, distributed or consumed on private property with the proper licenses.

If you are planning a *rain* date for your event, it **must** be stated on the petition **before** you collect signatures. Otherwise, the application must be completely resubmitted. If you have any additional questions or concerns please contact the Permit and Rental Services Section at **645-3337.**

COLUMBUS RECREATION AND PARKS DEPARTMENT
BLOCK PARTY/STREET CLOSURE PERMIT APPLICATION (revised 10-24-14)

Application should be completed and returned ***thirty (30)*** days before date of the block party. The processing fee must be remitted with application. If application is received less than fifteen (15) days before date of block party, the application may not be processed in time and a *$25.00* customer expediting fee will be charged. If the event has *15* properties or less and includes no major thoroughfares the fee is *$75.00.* A *$10.00* fee will apply for each additional street requested for closure. If there are more than *15* properties or include a major thoroughfare the fee is *$100.00.* Processing fee will not be refunded if canceled or denied.

Name: _____

Address: _____ City:_____ State: _____

Zip Code:_____ Home Phone:_____ Business / Day-time Telephone:_____ Cell:_____ E-mail:_____

Requirements and Restrictions (Chapter 923-Columbus City Code)

1. The application shall be filed not less than thirty (30) days before the date of the block party. Applications filed less than fifteen (15) days prior to the date of the block party will only be accepted if the coordinator can reasonably process the application in the remaining time, and a customer expediting service charge of $25.00 applies.
2. Applicant must furnish a completed petition, signed by 80% of the property owners, tenants or building managers, whose property adjoins the public street being affected.
3. Applicant must provide barricades meeting the standards as set forth by the Ohio Department of Transportation. These barricades shall be "Type I" with R-75-48 "Road Closed" signs. All barricades must be well lighted from one-half hour after sunset with steady "Type C" burning lights. These barricades and signs may be obtained from local traffic control suppliers.
4. No permit shall be issued for a block party requiring the closing of a public thoroughfare as set forth in the City of Columbus Thoroughfare Plan without first obtaining the express written approval of the Columbus Division of Police, Division of Fire and Division of Traffic Management.
5. **The attached "Parking Meter Request Form" must be completed for any block party/street closure that contains parking meters within the requested closure area before the application is returned to Columbus Recreation and Parks for processing. Any closure that contains parking meters must include payment for these meters to be removed from service. This fee will be designated by the Parking Violations Bureau. Payment will be collected by Columbus Recreation and Parks Permit and Rental Services along with the block party/street closure fee and expediting fee if applicable.**
6. Residents who live within the blocked area cannot be refused entrance to, or exit from, their homes.
7. Provisions must be made for parking, access and participation of handicapped persons.
8. At least one lane of roadway must remain free of obstruction (at least 20 ft.) inside the barricaded area in the event emergency vehicles need to enter.
9. Ohio's Open Container Laws apply to street areas that have been closed. All beer, wine and spirituous liquor must be consumed on private property.
10. Applicant shall provide for clean-up of the public right-of-way at the conclusion of the street closing activity, or at the end of each day's activity, if the closing is for more than one day.
11. FOR UNIVERSITY AREA PERMITS ONLY (CHAPTER 3329.03)

Any street closure that will be located within the boundaries below will be required to obtain approval from the University Area Commission, Northwood High Bldg., 2231 N. High St., Rm. 200, Columbus, Ohio 43201 (614-341-7060). (Boundaries: Glen Echo Ravine on the north, Railroad Tracks on the east, Fifth Avenue on the south, and the Olentangy River on the west.).

Signature U.A.C.

13. No block party activity shall be conducted between the hours of 12:01am and 8:00am without the documented permission from the Director of Recreation and Parks.
14. After all affected property owners have signed the petition and the application has been completed, the applicant must obtain approval from the Traffic Bureau of the Columbus Division of Police, 120 Marconi Blvd, and assignment of, required police officers. **Contact: Columbus Police Special Events in advance by phone 645-4375.**
15. No Street may be closed for the purpose of a commercial activity.

TO BE COMPLETED BY APPLICANT

I, _____, do agree to abide by all the above requirements and restrictions for the closing of:

_____ from _____ to _____

(street to be closed) (street) (street)

For the purpose of (type of event) _____ as well as any other lawful requirements or restrictions that become a part of the granting of this permit.

Signature: _____

TO BE COMPLETED BY COLUMBUS DIVISION OF POLICE

Approved by:_____ Columbus Division of Police's Special Events Unit, Traffic Bureau.

Officers Needed:_____ Sgts. Needed:_____ Vehicles Needed:_____

Attention: After all the above requirements are met, please bring your application to the Permit and Rental Services office located at 1111 E. Broad St. for final approval. If you have any questions please don't hesitate to contact us at 645-3337.

COLUMBUS RECREATION AND PARKS DEPARTMENT

At least one signature must be obtained from an authorized adult for each separate residence or business place that adjoins the Street Closure Area. In case of refusal to sign, or a vacant house, indicate the address and a brief explanation as to why a signature was not obtained for that address. Each and every address in the closure area must be listed.

We, the undersigned, have no objection to the closure of the location listed below on the date(s) and times listed

LOCATION:_____ /from _____ /to_____

(Street to be closed) (Street) (Street)

Note: No permit may be issued for the closure of a street between the hours of 12:01am to 8:00am without the documented permission from the director of Recreation and Parks.

From/Date: _____ Time: from _____ a.m./p.m. To _____a.m./p.m.

To/Date: _____ Time: from _____ a.m./p.m. To _____ a.m./p.m.

SIGNATURE	*NAME/PRINTED*	*ADDRESS*	*PHONE*	*LIST ONE* OWNER/RENTER

I, _____, do hereby verify that I have obtained all signatures necessary for the Block Party/Street Closure Permit.

(If additional space is needed, it is permissible to copy this form)

BLOCK PARTY/STREET CLOSURE PERMIT APPLICATION
VARIOUS CITY DIVISIONS APPROVAL FORM

CONTACT COLUMBUS DIVISION OF POLICE SPECIAL EVENTS UNIT FIRST

APPLICANT TO COMPLETE THE FOLLOWING PRIOR TO HAVING THE CITY DIVISIONS SIGN

Closure Location: _____ from _____ to _____
(street to be closed) (street) (street)

Note: No Permit may be issued for the closure of a street between the hours of 12:01am to 8:00am without the documented permission from the Director of Recreation and Parks.

From-Date _____ Time from _____ am/pm to _____ am/pm

To-Date _____ Time from _____ am/pm to _____ am/pm

Purpose of Closure: (type of event) _____

In accordance with Section 923.03 (c) of the Columbus City Codes, the following City of Columbus Divisions, signatures have been obtained for the closure of a Columbus thoroughfare:

Applicant: Name: _____

Address: _____ City: _____ Zip: _____

Home Telephone: _____ Business Phone: _____

CITY OF COLUMBUS DIVISIONS

Signature: _____
(Columbus Division of Police, Special Events Unit – 120 Marconi Blvd., 645-4375)
Major Thoroughfare? Yes____ No____

Will Any Parking Meters Be Removed From Service? Yes____ No____
(If Yes, "Parking Meter Request Form" Must Be Completed And Approved By City of Columbus Parking Violations Bureau Prior To Submitting Application To Columbus Recreation And Parks)

Signature: _____
(Columbus Fire Prevention Bureau, Battalion Chief David Ringley, 3639 Parsons Ave., 645-7641 X 5602)

Signature: _____
(Columbus Division of Traffic Management, Mark DiPiero 1820 E. 17th Ave., 645-5845)

Signature: _____
(Columbus Division of Refuse Collection, Al Bohanan, 2100 Alum Creek Dr. 43207 645-5930)

Signature: _____
(Columbus Division of Infrastructure Management, Ric Rossetti 50 W. Gay St., 1st Floor, 645-3039)

ALL APPLICATIONS SHOULD BE RETURNED AT LEAST *THIRTY (30)* DAYS PRIOR TO EVENT. ANY APPLICATION SUBMITTED FIFTEEN (15) DAYS OR LESS MAY NOT BE PROCESSED.

THE CITY OF
COLUMBUS
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

PARKING METER REQUEST FORM

This form is used for requesting removal of parking meters from service for event use. Form must be returned to Mark Springer 30 days prior to event. Non-profit events may attach a letter requesting waiver of charges for lost meter revenue with this form. You will be notified of meter fees due. Send to: Mark Springer, 2700 Impound Lot Rd, Columbus, OH 43207 E-mail: mspringer@columbus.gov

Event: _____ **Non-Profit or For Profit:** _____

Contact Person: _____ **Cell#:** _____ **E-mail:** _____

STREET	FROM	TO	DATE BAGGED	TIME BAGGED	DATE REMOVED	TIME REMOVED	NOTES (indicate if it is East Curb, West Curb, North Curb or South Curb)

TOTAL NUMBER OF METERS: _____ TOTAL METER FEE DUE: _____

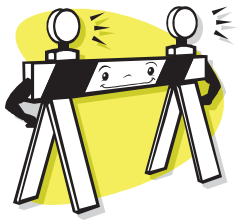
SIGNATURE: _____ DATE: _____

CITY OF COLUMBUS BLOCK PARTY/STREET CLOSURE APPLICATION

STREET CLOSURE MAP

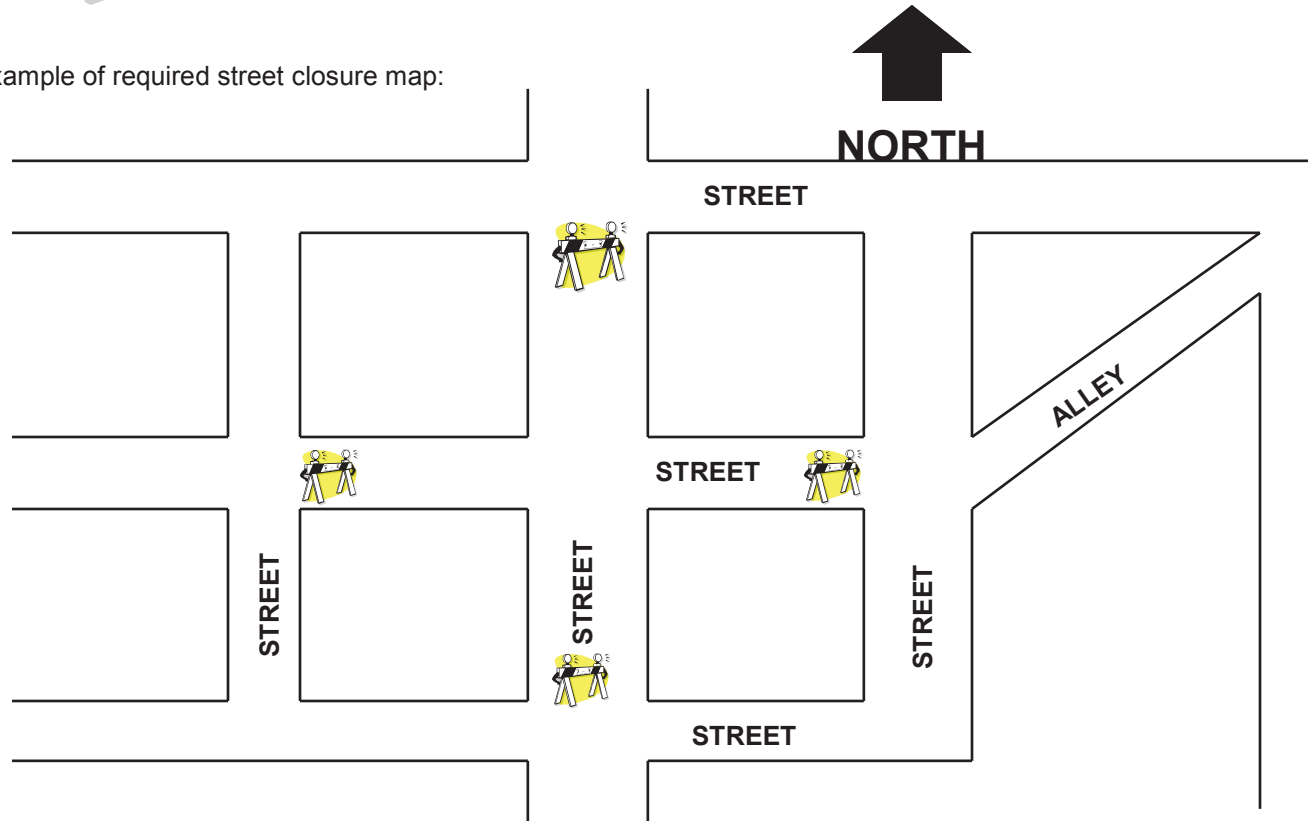
A street closure map must be attached to application before permit will be issued.

Example of required street barricades:



TYPE “C” STEADY BURNING LIGHT
R-75-48
48 “ x 30”
Black/White or Reflective Stripped
Large Signature: “ROAD CLOSED”

Example of required street closure map:



Make sure you list the names of each street and alley on the map.

Please provide a description of everything that will be parked, erected or placed on each street:

_____

_____

_____

_____

REMINDER: The Division of Fire requires a minimum of a 20 ft. Fire Lane at all types of events for emergencies.