



## PROCEDURES FOR BLOCK PARTY OR SPECIAL EVENT STREET CLOSURE REQUESTS

The neighborhood block party program was created to provide Residents with a way to build relationships with their neighbors. Residents submitting a request for a block party or special event street closure are encouraged to become familiar with the procedures provided in this document. Organizers of other special events requesting street closures should also follow the procedures outlined below. Receiving this request allows the City to inform the appropriate emergency services providers of the closure. There is no City fee associated with the request.

1. The City needs to be notified by mail, fax, or in person at least two weeks prior to the date of the requested street closure. Requests by mail or in person need to be sent to:

Public Works Department  
City of Centennial  
Attn: Duane J. Cleere, P.E., PTOE  
12503 E Euclid Dr, Suite 280  
Centennial, CO 80111

or fax to Public Works at (303) 325-8019 Attn: Duane J. Cleere, P.E., PTOE

2. The request needs to include the following information:
  - State the purpose of the street closure.
  - The location of where the event will be held and points of requested closure.
  - Include a map or sketch of the area to be closed off.
  - Date and times when the event/closure will take place.
  - Fire Protection District where the event will take place.
  - Acknowledgement that affected neighbors have been notified of the closure.
  - E-mail address (if available) for quicker response.
3. It will take a couple of weeks to hear back from the City whether the request has been approved or not. If approved, copies of the approval will be sent to the Fire Protection District and the Sheriff's Office.
4. The Resident requesting the closure will be notified by phone, mail, and/or e-mail (if provided).
5. The Resident requesting the street closure must contact a private licensed barricade company (in the yellow pages under traffic control) for barricades. No vehicles, traffic cones, saw horses, trash cans, etc. will be allowed to be used as a barricade to block off the street.
6. The use of large tents may require a separate permit from the fire district. Residents are encouraged to contact their local fire district for more information.

If there are any questions, please call the City of Centennial's Call Center at (303) 325-8000.