



## **PROCEDURES FOR BLOCK PARTY AND SPECIAL EVENT STREET CLOSURE REQUESTS**

The neighborhood block party program was created to provide residents with a way to build relationships with their neighbors. The following procedures are intended to provide guidance on holding block parties or other special events in a safe manner. Residents submitting a block party request or special event street closure are encouraged to become familiar with and follow the procedures provided in this document. Organizers of other special events requesting street closures should also follow the procedures outlined below. Receiving this request in a timely manner allows the City to inform the appropriate emergency service provider(s) of the closure. There is no City fee associated with the request.

1. The City requests to be notified by mail, fax, or in person at the earliest practical date, but no later than three (3) weeks prior to the date of the requested street closure. Send requests by mail or via walk-in:

Public Works Department  
City of Centennial  
Attn: Rolando Melgoza  
7272 S. Eagle Street  
Centennial, CO 80112      or fax to Public Works, 303.325.8019

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.
  - Acknowledgement that affected neighbors have been notified of the closure.
  - Date and times when the event/closure will take place.
  - Acknowledgement of the requirements for MUTCD compliant traffic control (described in more detail below), and whether the closure will be using owned or rented barricades.
  - E-mail address (if available) for a quicker response.
3. It will take approximately two (2) 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 applicant, the Fire Protection District, and the Sheriff's Office.
4. The applicant requesting the closure will be notified by phone, mail, and/or e-mail (if provided). A paper copy of the permit will only be sent upon request, if a mailing address is provided.
5. The applicant requesting the street closure must contact a private licensed barricade company to rent or have set up Type III (and Type II if warranted) barricade(s). Privately owned barricades are acceptable if they meet MUTCD standards. Either the company or the applicant may set up the barricades, but the setup must be accomplished in accordance with the attached examples. No vehicles, traffic cones, saw horses, trash cans, etc. will be allowed to be used as a barricade to block off a street. Emergency vehicle access must be provided at all times between closure ends.
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 additional information.

If there are any questions, please contact the Centennial's Citizen Response Center at 303.325.8000.