



# Village of Riverside: Block Party Application

---

## INSTRUCTIONS & TOP SHEET

This document was created to provide a streamlined approval process for block parties by coordinating the information provided to Village departments.

Applications must be submitted at least 10 days prior to the proposed block party.

---

Please read the entire application and provide all requested information on each page. The last page is for office use only and should only be filled in by the Village Staff.

- Incomplete applications will not be processed.
- Applicants will be held liable for reading and abiding by the Block Party Policy
- Page five (5) is the Block Support Signature Sheet. Applicants should use this sheet to gather the signatures of at least 50% of residents of the block.
- Page six (6) is an internal routing sheet and should accompany the application when turned in.
- The applicant's signature is required on pages 3, 4 and 5.
- The application fee is ten dollars (\$10.00) and must accompany the application. Please leave completed application and payment in the silver drop box in front of the Township Hall.
- While the street will be closed to public traffic, at least one full traffic lane must remain open, free and clear of obstructions, for emergency vehicles.

Village Contact information:

[www.riverside.il.us](http://www.riverside.il.us)

708-447-2700 - Village Administration Offices

708-447-2704 - Village fax

708-447-9191 - Dispatch (Non-Emergency)

708-442-3590 - Public Works Department



# Village of Riverside: Block Party Application

---

## BLOCK PARTY POLICY

### PURPOSE:

The Village of Riverside is supportive of non-Village sponsored neighborhood block parties, which bring neighbors in a specific block and other community residents together. The Village of Riverside's objective is to minimize a block party's disruption to the roadway system while working to meet the needs of residents.

### APPLICATION PROCESS:

Residents must complete this application and gather the required signatures from neighbors. The application needs to be turned into the Village Manager at least ten (10) days before the proposed block party.

### BLOCK SUPPORT:

A block party application requires the applicant to obtain the signature and a valid and working phone number of at least fifty percent (50%) of the homeowners or tenants of a block in order for the application to be considered for approval. The Village reserves the right to call and verify signers consent to the block party.

### PRIVATE PARTIES:

The Village of Riverside does not support street closures for individual, private parties and will not issue a block party permit or close a street for a private party.

### DEFINITIONS:

Block Party: is defined as a public or community party, festival, or activity where a street is closed for all Riverside residents of the block or the greater Riverside community invited or entitled to participate in the party, festival or activity.

Block: is defined as containing the homes on both sides of the same street from the intersection of one cross street to the intersection of the next closest cross street intersection.

Private Party: is defined as a party or event where fewer than the fifty percent (50%) of the block's residents are invited to participate in the party or event and consent to the street closure. A resident signature sheet is used to validate a block party versus private party.

Non- Village Sponsored: is defined as an activity, party or festival where the Village of Riverside is not responsible for organization of the activity, party or festival and/or not financially responsible for the aforementioned activity, party or festival.



# Village of Riverside: Block Party Application

---

## CONTACT SHEET

---

### BLOCK PARTY APPLICATION

SUBMIT ALL MATERIALS TO:

Village of Riverside  
27 Riverside Road  
Riverside, Illinois 60546  
Phone: 708-447-2700  
Fax: 708-447-2704

---

PLEASE FILL OUT FORM COMPLETELY  
APPLICATION FEE IS TEN DOLLARS (\$10.00)

Applicant Name:

---

---

Applicant  
Address:

---

---

Telephone:

---

Cell Phone:

---

E-mail Address:

---

Block Party Date:

---

Additional  
Comments or  
Questions:

---

---

---



# Village of Riverside: Block Party Application

## ROAD CLOSURE INFORMATION

### ROAD CLOSURE:

For block party permit consideration, please complete this section and include a street map or diagram indicating the location of the proposed street closure. While the street will be closed to public traffic, at least one full traffic lane must remain open, free and clear of obstructions, for emergency vehicles.

Date Requested: \_\_\_\_\_

Time/Start: \_\_\_\_\_ Time/End: \_\_\_\_\_

Street to be blocked: \_\_\_\_\_

From Intersection of: \_\_\_\_\_

To Intersection of: \_\_\_\_\_

## BARRICADES ARE REQUIRED

There is a \$10.00 application fee. Barricades will be delivered by the Village to the person making the request on the day before the scheduled block party and barricades will be picked up the following day (except if the day of delivery or pick-up is on a Saturday, Sunday or holiday). Barricades, when delivered, will remain in the custody of the person designated and that person will be responsible for placing and removing the barricades in the road. Applicants will be charged thirty dollars (\$30.00) per barricade for lost or stolen barricades.

I, We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Riverside, its Trustees, officers, agents and employees from and against any and all loss that may arise out of, or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled block party, the issuance of the Block Party Permit or the closing of any road (whether or not a permit has been issued) for the scheduled block party.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date of Signature





## Village of Riverside: Block Party Application

---

OFFICE USE ONLY

---

Approval Recommended: I have reviewed this Block Party Application and find the information acceptable to my department, subject to any conditions or restrictions as stated below.

---

Village Manager	Date
<i>Forwarded to:</i>	<i>Date:</i>

---

---

Assistant Village Manager	Date
<i>Forwarded to:</i>	<i>Date:</i>

---

---

Public Safety Director	Date
<i>Forwarded to:</i>	<i>Date:</i>

---

---

Public Works Director	Date
<i>Forwarded to:</i>	<i>Date:</i>

---

---

Finance Director	Date
<i>Forwarded to:</i>	<i>Date:</i>

---