



POLICE DEPARTMENT

200 South Lincolnway
North Aurora, Illinois 60542
Phone: (630) 897-8705 Fax: (630) 897-8700
www.northaurora.org

DAVID C. FISHER
CHIEF OF POLICE

BLOCK PARTY APPLICATION

Date of Application

APPLICANT INFORMATION *(Primary Contact Person)*

Name

E-MAIL

Address

Telephone

BLOCK PARTY INFORMATION

Date

Start Time

AM

PM

End Time

AM

PM

Street To Be Closed

Road Closed From *(Intersection or Address)*

Road Closed To *(Intersection or Address)*

Where do you want the barricades delivered?:

Do you plan on having a live band perform? YES NO

Do you plan on having live music? YES NO

POLICE & FIRE APPEARANCE *(Please complete the section below if you would like the police and/or fire department to appear at the block party)*

I would like the POLICE department to make a presence.

Approx. # of children to attend

Approx. # of adults to attend

I would like the FIRE department to make a presence.

I the undersigned applicant have read, understand and have completed all required forms attached to this application.

Signature

Date

**Please print and mail completed pages 1 and 2 of this application to:
North Aurora Police Department, Attn: Traffic Officer, 200 South Lincolnway North Aurora, IL 60542**

RESIDENT CONTACT LIST (All residents to be affected by the requested street closure must notified and they must approve of the closure by signing below.)

Name	<input type="text"/>	Address	<input type="text"/>	Signature	<input type="text"/>
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Contact Certification: I hereby certify that all residents to be affected by this requested street closure have been notified and have approved this closure by affixing their signatures above.

Print Name

Date

Signature

GENERAL PROVISIONS

PURPOSE: The purpose of this policy is to encourage neighborhood events by allowing the closing of public streets within the Village limits and by providing some materials for block parties; and to establish a procedure and application process for the fair and equitable review of requests for block parties.

APPLICATION PROCESS

Requests for block parties must be submitted on an application form prepared by the Police Department. This application form must include the name, address and telephone number of the primary contact person who is sponsoring and organizing the event. Applications must be submitted to the Police Department a minimum of 14 days prior to the requested date of the block party. However; applications are reviewed and approved on a first-submitted, first-approved basis and residents are encouraged to submit their application form well in advance of the minimum of the 14 day requirement. Only one block party per calendar year, per street. Any incomplete applications will be denied.

APPROVAL BY RESIDENTS

Since the block party will close a village/public street and will impact residents living on the closed street, **the application must be approved by all residents that will be affected by the street closure.** Approval of every resident must be obtained in writing (see page 2 of the application). All residents affected must print their name, address and sign page 2 of the block party application.

STREETS THAT CANNOT BE CLOSED FOR BLOCK PARTIES

Any street that is not owned/maintained by the Village of North Aurora cannot be closed for a block party. Due to the impact on the general public and emergency vehicles, not all streets in the Village of North Aurora can be closed for a block party. The North Aurora Police Department reserves the right to deny any block party application. Some of the reasons that may cause an application to be denied include but are not limited to are closing major streets, closing single access roadways/alleys, public safety concerns, and conflicts with other community events and/or activities.

SERVICES PROVIDED BY THE VILLAGE

Once the application is reviewed and approved by the Police Department, the North Aurora Public Works Department will provide barricades and signs to close the street. These items will be delivered to one location, this location shall be indicated on page 1 of the application. These items will be delivered on the last working day prior to the scheduled event. The Public Works Department will collect these items from the location of where they were delivered the first working day following the event.

RESPONSIBILITY OF THE APPLICANT

The applicant is responsible to move the barricades and signs from the delivery location to the street closure locations indicated on the application. This must be done no earlier than the day of the block party. The street are to be opened to normal traffic immediately upon completion of the block party. All barricades and signs shall be returned to the location of where they were originally delivered. The applicant is responsible for the clean up of the street following the block party. This should include removal of all trash, litter and debris resulting from the block party. The approval of the block party application does not relieve the residents from the responsibility to comply with all local ordinances and state laws.

IMPORTANT REMINDERS

Parties can only occur between the hours of 9:00 a.m and 10:00 p.m. Noise levels must not disturb residents at any time. All live entertainment or excessive noise levels must cease by 9:00 p.m. as established by Village Ordinance Chapter 98-09-14-02. Emergency vehicles must have passage. Be sure that all tables, chairs, etc. that are placed on the street do not project more than 5 feet from the curb. It is recommended that tables and chairs are kept to one side of the street. Wires, ropes, nets, lights, banners, etc. are not to be stretched across the street so as to prevent access by emergency vehicles. The street should only be blocked with removable barricades provided by the Village. Do not use a vehicle as a barricade. Any vehicles blocking a roadway will be immediately towed at the owners expense. There must be adequate supervision of children at all times. Only one block party may be held per street, per calendar year.