City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
hyattsville.org/permit

Block Party - Request for Street Closure Application Form

Date of Block Party

_____

(Please note application must be made a minimum of two (2) weeks prior to the date of closure)

Time of Block Party:

From:_____ To: _____

Street: _____

Hundred Block:

From (street address):_____

To (street address): _____

A petition with a minimum of fifty percent (50%) of signatures of residents supporting the request must be attached with this form.

Primary Point of Contact Name:

_____

Address: _____

Telephone: _____

Email: _____

Signature/Date: _____

Secondary Point of Contact Name:

_____

Address: _____

Telephone: _____

Email: _____

Signature/Date: _____

See requirements on the next page BEFORE authorization for street closure can be granted.

Block Party Requirements for Street Closure

Before authorization is granted, applicant must:

1. Provide dates, times and hundred block(s) for street closure no less than two (2) weeks prior to date of closure.
2. Provide petition/signatures of residents within the closed area with at least 50% approval for closure request.
3. Notify all residents within the boundary of the date and times of the closure no less than one week prior to closure.

During/After Block Party, applicants must:

4. MUST keep street clearance wide enough for emergency vehicle access (police, fire, ambulance).
5. MUST NOT block fire hydrants.
6. Set up and take down the City-owned barricades at the beginning and end of the stated times.
7. Provide name, address, and telephone number of primary and secondary contact persons responsible for all the above.

The Department of Public Works will deliver the necessary cones and/or barricades within 24 hours to the primary point of contact (or designee) of the scheduled event.

Completed application form may be delivered to:

Hyattsville Police Dispatch - 4310 Gallatin Street (2nd floor)
24 hours a day, seven days a week

Hyattsville Administrative Offices, City Clerk - 4310 Gallatin Street (3rd floor) Monday - Friday, 8:30 a.m. to 5 p.m. OR emailed to cityclerk@hyattsville.org

For Official Use Only: Date Received: _____ Initials: _____
(Must be received two weeks prior to closure date)

Approved:_____
(Signature - Police Chief or designee)

Original to: City Clerk _____

Copies to:
Police Chief _____
Police - Chief Records Clerk/Supervisor Communications _____
City Administrator _____
Mayor & Ward Council Representatives _____
Director, Department of Public Works _____
Fire Department _____

Signatures of residents in favor of block party/street closure
Minimum of 50% required

Name	Address	Telephone

Signatures of residents in favor of block party/street closure
Minimum of 50% required

Name	Address	Telephone

Signatures of residents in favor of block party/street closure
Minimum of 50% required

Name	Address	Telephone

Signatures of residents in favor of block party/street closure
Minimum of 50% required

Name	Address	Telephone