



City of Newport News

Department of Engineering
2400 Washington Avenue
Newport News, Virginia 23607

(757) 926-8611

Fax (757) 926-8300

BLOCK PARTY APPLICATION FORM

Permit Fee (non-refundable) \$50.00 per event; application should be received at least 21 days in advance of the event date in order to allow time and coordination with the various departments involved.

Only local residential streets may be considered for a Block Party. No Primary Roadway (arterial or collector road) is eligible for a block party permit.

Block Party Date: _____

Block Party Start Time: _____ (AM/PM) End Time: _____ (AM/PM)

Reason for Block Party Request: _____

Provide the name of the street to be blocked off delineating the exact block location, (for example, "900 block of Hampton Avenue between Wickham Avenue and Orcutt Avenue).

A diagram of the area to be blocked off is required.

All people (one representative of each household) residing on that portion of the street that is to be blocked off must sign a petition indicating their name and residence address and stating that they agree to the allowance of the block party. (See enclosure)

Note: The City allows block parties to start as early as 10:00 a.m. but the party must end by 10:00 p.m. City Engineering staff will drop off the required barricades, traffic cones and/or drums to block off the street the morning of the event and retrieve them the next work day after the event. If the event is on a Saturday, staff will drop off the devices the Friday afternoon prior to the event and retrieve the devices the following Monday. The devices will be placed as close to the proximity of the closure as possible. It is the organizer's responsibility to move the devices into place just prior to the closure and return the devices to the original drop off location at the end of the event for the City to pick up on the next work day. City staff will not place the devices for the actual closure.

Name of Person requesting permit: _____

Phone Number: _____ Email: _____

Address: _____

Insurance Requirement:

Evidence of insurance in the amounts of \$500,000 single limit for bodily injury or death to any person or persons and \$50,000 for physical damage to the property shall be required. Such insurance policy shall contain a municipal endorsement (CG 2012 or equivalent) naming the City of Newport News as an additional insured.

Applicant's Name: _____ Contact Phone: _____

Applicant's Signature: _____ Date: _____