



Office of the City Clerk
7900 S Westnedge Ave
Portage, MI 49002
P: (269) 329-4511 F: (269) 324-8070

BLOCK PARTY APPLICATION

- Block Party applications must be submitted to the City Clerk's Office at least thirty (30) days prior to the event.
- Applicants must submit proof of homeowners insurance as well as a petition must be signed by at least fifty-one percent of the property occupants with driveways on the streets requested.
- **Street access must be made available for emergency vehicles at all times.** Streets may be closed no earlier than 9 a.m. and must be cleared and re-opened for traffic no later than 11 p.m. on the day of the Block Party.
- Please familiarize yourself with the city ordinances related to [block parties](#), [noise](#), and [disorderly conduct](#).
- If alcoholic beverages are served, it must be done in compliance with state and local laws.

This form, along with the applicant's proof of homeowner's insurance, and the resident petition, may be returned to the Office of the City Clerk or emailed to cityclerk@portagemi.gov.

Name of Applicant: _____

Phone Number: _____

Email Address: _____

Address: _____

Event Date(s): _____

You may also select an alternative date if the event is postponed due to inclement weather.

Event Start Time: _____ **Event End Time:** _____

Location of Block Party: _____

Additional Location Information: _____

Closest cross streets, cul-de-sac, etc.

Do you require barricades? Yes No

Barricades are available through the Department of Public Works (P: (269) 329-4444). Applicants are responsible for barricade pick-up and drop-off. Barricades must be returned within five (5) days.

Is this your first block party application of the year? Yes No

One Block Party per block per year is permitted at no charge. Additional closures will be reviewed and require a \$75.00 application fee and an additional \$100.00 cost for use of barricades. Checks may be made out to the City of Portage with "Block Party" in the memo line.

By signing, I agree to all requirements established by the State of Michigan and the City of Portage.

Signature

Date



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BLOCK PARTY PETITION

Location of Block Party: _____

Additional Location Information: _____

Closest cross streets, cul-de-sac, etc.

Event Date(s): _____

You may also select an alternative date if the event is postponed due to inclement weather.

Event Start Time: _____ **Event End Time:** _____

We, the undersigned, have been informed that _____ is/are organizing the block party described above. By signing we indicate our agreement with this event and understand that the street given as the event location will be closed to all non-emergency vehicle traffic during the time of the event.

Signature	Address	Phone Number

Additional petition forms available on request.