

# **RESIDENTIAL BLOCK PARTY APPLICATION**

**(\$25.00 Application Fee)**

1. Block Party Applications will need to be submitted two (2) weeks in advance to the City Manager's Office.
2. Hold Harmless Application will need to be filled out and returned to the City Manager's Office.
3. Be as specific as possible in the description so that we have the best understanding of your event. Also, be clear as to what you need to be provided by the City.
4. Fire hydrants, cross streets and sidewalks shall not be blocked at any time.
5. An emergency vehicle safety lane of 20' must be maintained at all times.
6. All Mobile Food Preparation Vehicles (MFPV) are required to have an annual inspection completed by the Fire Inspector's Office at the Auburn Fire Department. Vendors will be provided with a compliance checklist once completing the inspection process. This checklist should be readily available at all events held in the City of Auburn.
7. All Mobile Food Preparation Vehicles must obtain a Permit from the City Clerk's Office. This Permit, when required, must be posted in a conspicuous place at all events within the City of Auburn.
8. Mobile Food Preparation Vehicles must be separated from all other structures and vehicles by a minimum of 10 feet and may not block Fire Department Access Roads (see #5 above for 20' requirement) or the means of egress from any permanent or temporary structure.
9. Fuel Containers must be of the approved type and properly secured as described in the MFPV Permit Application. An inspection from the Auburn Fire Department will be conducted each day of the event, prior to the commencement of cooking operations, to ensure compliance with the NY State Fire Code.
10. All Mobile Food Preparation Vehicles that contain deep fryers must have the required fire suppression system inspected within 6 months of the date of the event. Where such fryers and fire extinguishing systems exist, MFPV'S must also have a TYPE K Fire Extinguisher, inspected within 1 year of the date of the event. All MFPV'S must have a TYPE ABC Fire Extinguisher inspected within 1 year of the event, regardless of whether or not deep fryers exist.
11. City signed ordinances, such as the noise ordinance, shall be complied with at all times and in all regards unless otherwise approved.
12. No paint or other markings may be placed on the street surface.
13. The application fee is due at the time of submission of the application and is non- refundable.



**City of Auburn**  
24 South Street  
Auburn, New York 13021  
(315)255-4146

# **Residential Block Party Application**

**(\$25.00 Application Fee)**

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*Name of Applicant*

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*Date of Event*

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*Start and End Time*

**CONTACT INFORMATION:**

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*Contact Name*

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*Mailing Address*

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*E-Mail Address*

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*Phone Number (cell phone)*

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**STREET CLOSURES:**

*Any event requiring a street closure requires 2 week advance notice.*

Will any street(s) need to be closed for the event? ( ) Yes ( ) No

\_\_\_\_\_  
Street to be closed

\_\_\_\_\_  
Cross street

& \_\_\_\_\_  
Cross street

\_\_\_\_\_  
Street to be closed

\_\_\_\_\_  
Cross street

& \_\_\_\_\_  
Cross street

\_\_\_\_\_  
Street to be closed

\_\_\_\_\_  
Cross street

& \_\_\_\_\_  
Cross street

Will street barricades be requested from the City? ( ) Yes ( ) No How many? \_\_\_\_\_

Will traffic cones be requested from the City? ( ) Yes ( ) No How many? \_\_\_\_\_

(Drop off locations for requested items must be identified on the site drawing)

**Will there be food trucks? ( ) Yes ( ) No How many? \_\_\_\_ Do they have a vendor permit?: \_\_\_\_**

*Banners/signs/other decorations are not to be attached to street barricades, traffic cones, light poles, or any other City property*

**SPECIAL EVENT APPLICATION  
Department Approval Summary**

FOR OFFICIAL CITY USE ONLY

<b><u>Department Recommendations:</u></b>	Approved	Denied	Additional Costs	Dept. Initials
City Manager				
<u>Additional Recommendations:</u> (attach supplemental pages as needed)	( )	( )	_____	_____
DPW	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
Fire Dept.	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
Ambulance				
<u>Additional Recommendations:</u> (attach supplemental pages as needed)	( )	( )	_____	_____
Police Dept.	( )	( )	_____	_____
<u>Additional Recommendations:</u> (attach supplemental pages as needed)				
<i>If recommendation is denied, please attach a brief explanation</i>				

**Date Received:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_

**Payment type: Cash:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

FOR OFFICE USE ONLY	
<div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">City Manager's Approval</div> <div style="border-bottom: 1px solid black; text-align: center;">Date</div>	<div style="margin-bottom: 10px;"> <b>Copy to Codes:</b> _____  <div style="text-align: right; margin-right: 50px;">Date</div> </div> <div> <b>Copy to Clerk:</b> _____  <div style="text-align: right; margin-right: 50px;">Date</div> </div>

**CITY OF AUBURN**  
**STREET CLOSING PETITION**

LOCATION OF EVENT:\_\_\_\_\_

PURPOSE OF EVENT:\_\_\_\_\_

DATE OF EVENT:\_\_\_\_\_ RAIN DATE:\_\_\_\_\_TIME OF EVENT:\_\_\_\_\_

**NEIGHBORHOOD PETITION:** (THE EVENT COORDINATOR WILL NOTIFY ALL AFFECTED RESIDENTS AND PROPERTY OWNERS)

APPROVAL OF A REQUEST FOR STREET CLOSING WILL BE GREATLY FACILITATED IF ACCOMPANIED BY A PETITION BEARING THE SIGNATURES OF ALL RESIDENTS ON THE BLOCK(S) TO BE CLOSED. THE STREET CLOSING APPLICATION CAN ONLY BE APPROVED WHEN ALL RESIDENTS HAVE BEEN NOTIFIED.

NAME OF RESIDENT	ADDRESS	SIGNATURE	DATE NOTIFIED (SIGNED OR NOT)

Please provide extra copies of this petition if needed

## **GUIDELINES FOR BLOCK PARTIES**

- 1. Petition bearing signatures of the majority of the residents on the street in question.**
- 2. Time limit: 10:00 a.m. to 10:00 p.m.**
- 3. Enough parking for motor vehicles for block party attendees.**
- 4. Sidewalks must remain open to all pedestrians.**
- 5. NO alcoholic beverages will be allowed on the public sidewalk and street without the proper permit from New York State Liquor Authority.**
- 6. Allow for a 20-foot right of way for emergency vehicles on the street.**
- 7. All Mobile Food Preparation Vehicles must obtain a Permit from the City Clerk's Office. This Permit, when required, must be posted in a conspicuous place at all events within the City of Auburn.**
- 8. Mobile Food Preparation Vehicles must be separated from all other structures and vehicles by a minimum of 10 feet and may not block Fire Department Access Roads (see #6 above for 20' requirement) or the means of egress from any permanent or temporary structure.**
- 9. Food trucks need to have a mobile vendor permit and have an inspection done before the event.**

**Return Block Party and Hold Harmless Applications to:**

**City Manager's Office  
Memorial City Hall  
24 South Street  
Auburn, NY 13021  
slowe@auburnny.gov**