

Village of Mukwonago
440 River Crest Court, P.O. Box 206
Mukwonago, WI 53149
Phone: (262) 363-6420
Fax: (262) 363-6425
www.villageofmukwonago.com

VILLAGE OF MUKWONAGO

BLOCK PARTY PERMIT APPLICATION

Application Fee: \$10

Date Submitted: _____

Complete, accurate and specific information must be entered. Please Print.

GUIDELINES

This application and petition must be completed to hold a block party. The application must be received by the Village Clerk's Office at **least 15 days prior** to the block party. Approval for a block party permit requires signatures from majority of the residences along that portion of the street designed for the proposed use. The representative for each residence that is signing the petition must be a resident of that home and 18 years of age or over.

Mail completed applications to: Village Clerk-Treasurer's Office
ATTN: Block Party Permits
PO Box 206
Mukwonago, WI 53149
Email to: sbraatzjr@villageofmukwonago.com

APPLICANT/BLOCK REPRESENTATIVE *(Must be a Village Resident)*

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax: _____
E-Mail: _____

ORGANIZATION INFORMATION *(If the proposed street use is to be conducted for, on behalf of, or by an organization)*

Name of Organization: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Is the organization a 501(c)3 organization?: YES NO
Website Address: _____

BLOCK PARTY INFORMATION

Block party name/purpose: _____
Street to be closed and description: _____
Date of proposed block party: _____
Time you propose to close street: _____ Time you propose to re-open street: _____
Number of barricades needed: _____ Approximate number of persons anticipated to attend block party: _____

PROCEDURAL CHECKLIST FOR SPECIAL EVENT PERMIT REVIEW AND APPROVAL

Section 74, Article II of the Municipal Code addresses the matter of street closings for the purposes of holding a neighborhood block party.

The following is a summary of the requirements necessary to receive a permit:

1. An application must be filed with the Village Clerk-Treasurer’s Office in writing at least 15 days in advance of the date of the event.
2. The applicant must use the attached petition to obtain signatures from a majority of the residences along that portion of the street used for the block party. The representative for each residence that is signing the petition must be a resident of that home and 18 years of age or over.
3. The application must be approved by the Police Chief, the Fire Chief, and the Public Works Director.

GENERAL CONDITIONS OF PERMITS

The person requesting the permit agrees to the following:

1. To set-up and remove street closing barricades provided by the Public Works Department. Barricades will be delivered on the day before the block party (or Friday if on a weekend) to the block representative whose name and contact information appears on this application. Barricades will be picked the day after the block party (or Monday if on a weekend).
2. Position all picnic tables, chairs, grills, and other leisure items, games and toys on one side of the street so that emergency vehicles could proceed through the area unobstructed if necessary.
3. Remove all items from the street including the barricades not later than midnight.
4. No post holes/tent stakes of any kind can be put in pavement in road right-of-way.
5. Adequate provisions must be made to contain litter and to cleaning of the area at the conclusion of the event.
6. Amplified music, public address systems, loudspeakers, or other amplification devices must end by 11:00 p.m. on Fridays and Saturdays, and by 10:00 p.m. all other nights.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, Village Streets that serve as major traffic collectors, detour routes, or other streets which by their very nature are deemed hazardous.

CERTIFICATION

By signing this form, the applicant certifies authorization to act on behalf of their organization, and hereby agrees to hold the Village, its officers, agents, employees, and contractors harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

Signature - Applicant

Date

Print Name

| FOR OFFICE USE ONLY | |
|--|--------------------|
| Date Paid | Receipt # |
| Police Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Fire Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Public Works Department: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ Village Clerk: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments: _____ | |
| Permit # | Date Issued |

PETITION

I, the undersigned, being residents of the _____ block of _____
block number **street name**

hereby request the Village of Mukwonago to close the aforementioned block on _____
month/day/year

from the hours of _____ a.m. / p.m. until _____ a.m. / p.m.
start time **end time**

- | | |
|----------|---------|
| 1. Name | Address |
| 2. Name | Address |
| 3. Name | Address |
| 4. Name | Address |
| 5. Name | Address |
| 6. Name | Address |
| 7. Name | Address |
| 8. Name | Address |
| 9. Name | Address |
| 10. Name | Address |
| 11. Name | Address |
| 12. Name | Address |
| 13. Name | Address |
| 14. Name | Address |
| 15. Name | Address |
| 16. Name | Address |
| 17. Name | Address |
| 18. Name | Address |