

## Block Party Request Form

Completed form must be returned to the Village Hall at least 5 business days prior to the block party.

### APPLICANT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ Apt. Number \_\_\_\_\_

### PARTY INFORMATION

Contact During Party \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Block Party \_\_\_\_\_ Time of Party \_\_\_\_\_

Name of Street(s) to be Blocked Off \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

### BARRICADES - TO BE DROPPED OFF BY VILLAGE

When \_\_\_\_\_ Where \_\_\_\_\_

I, the undersigned, have read and agree to abide by the stipulations listed below.

- All streets must be reopened to traffic by 11:00 pm.
- A 10 foot wide lane must be kept open at all times during the block party for emergency vehicles to pass.
- A contact name/phone number for during the block party must be provided to the Village.
- All residents and/or businesses affected by the road closure must be informed prior to the block party via a letter with a copy of the letter provided to the Village Hall.
- All requests are subject to approval by the Village Administrator.

### SIGNATURE

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### For Office Use Only

Give original request with GIS to Streets Foreman.  
Give copy of request with GIS to Waukesha Sheriffs Department & Sussex Fire Department.

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Request: Denied \_\_\_\_\_ Approved \_\_\_\_\_ Resident Notified on: \_\_\_\_\_

Reason: \_\_\_\_\_