



CITY OF YAKIMA BLOCK PARTY PERMIT APPLICATION

This application form must be completed no less than 10 days prior to your block party in order for your permit to be considered. Please be as detailed as possible when answering these questions and provide any attachments you feel necessary to help with the application process. An event that will affect public right-of-way that is NOT a block party for the residents of a particular street may require a Special Event Permit instead of a Block Party Permit. If you have any questions, please contact Colleda Monick, Community Development Specialist, at (509) 576-6772 or Colleda.Monick@yakimawa.gov.

APPLICANT INFORMATION:

- a) Name: _____
- b) Address: _____ Postal Code: _____
- c) Phone: (Day) _____ (Home) _____
(Cell) _____
- d) Email Address: _____

BLOCK PARTY DETAILS:

- a) Is this block party occurring as part of National Night Out? Yes No

"National Night Out" is a nationwide campaign aimed at involving communities in crime and drug prevention awareness that takes place on the first Tuesday of August each year. Yakima residents are encouraged to gather with neighbors to work on common projects and strengthen community relationships. For more information, visit: <https://natw.org/>

- b) Event Date/Time.

Note – block party hours are limited to 8:00 AM to 10:00 PM Sunday through Thursday, and 8:00 AM to 11:00 PM on Friday and Saturday.

Date: _____ Start Time: _____ End Time: _____

Set-up: _____ to _____ Tear Down: _____ to _____

c) Event Location.

i. Street Proposed to be Closed: _____

ii. From (*cross street*) _____ To (*cross street*) _____

d) Activities.

i. This event will include (select all that apply):

Amplified Music Inflatable Bouncers Tents/Canopies (400 sq ft in size or more)

ii. Describe activities/entertainment not included above:

e) Attendance.

i. Estimated Number of Participants: _____

ii. If time allows, would you like to request the presence of members of the Yakima Police Department and/or Yakima Fire Department?

YPD YFD None

EVENT SITE PLAN CHECKLIST

An event site plan is required. The site plan drawing should be **clearly presented** and include the date it was prepared (any revised plans must include the date). It is strongly suggested to assign an adult monitor at each closure to move barricades for neighbor and emergency vehicle access. The site plan should include the following as applicable, and any other details you think are helpful:

NORTH, indicated by a directional arrow symbol

Street names

Street closure points

Emergency vehicle access/fire lane (must indicate width of 20-foot minimum along entire length of street closure)

Permanent and Temporary structures on site/to be placed on site, including but not limited to: sound systems, canopies/tents, stages, etc.

EVENT GUIDELINES

1. Application.

- A complete application must be received no less than 10 business days prior to the event or it will not be processed.
- Applicant must live on the street to be closed and serve as event contact.
- Block party may be held between 8:00 a.m. and 10:00 p.m. on Sunday through Thursday, and between 8:00 a.m. and 11:00 p.m. on Friday and Saturday
- A complete application includes the application and a map of the street closure.

2. Notification.

- Applicant is responsible for contacting neighbors to share details of the block party and temporary street closure
- Vehicle access must be provided for neighbors not attending.

3. Street Closure.

- An adult monitor should be posted at each street closure to ensure resident and emergency access.
- Applicant may not close:
 - Arterial streets
 - Intersections
 - Streets with a bus stop.
- Yakima Fire Department requires:
 - A 20-foot emergency access lane be maintained at all times.
 - Hydrants and fire protection connections remain clear at all times.
 - Access and egress be maintained at all times.
- Street closure barricades:
 - Applicant is responsible for obtaining and placing barricades/street closure signs. At the conclusion of the event, Applicant should remove the barricades and return the street to its original condition. Please note, the City does not lend or rent equipment.
 - Large portable items such as yard waste bins can be used with large street closure signs attached, or
 - 'Street Closed' barricades can be rented from a local traffic control company.

4. Complaints.

The best way to handle complaints is to avoid them in the first place. Be a good neighbor and provide advance notice to adjacent property owners – a minimum of two weeks is recommended. Most complaints are reported when activities are unreasonably loud, have been going on for a long period of time, or take place during “quiet” hours. If a complaint is received, a police officer will be sent to the location to address the situation.

Please mail your completed application form to:

**City of Yakima, Planning Division
129 North 2nd Street
Yakima, Washington 98901**

Or you may submit your completed application to the Code Administration front counter on the 2nd floor of City Hall (129 North 2nd Street, Yakima, WA 98901).

APPLICATION CERTIFICATION

By submitting this application, I, the Applicant, agree to comply with all applicable city ordinances, all applicable requirements of state and federal law, to the conditions that have been specified in this application, to the conditions of any required supporting permits, and to changes made by the Planning Division necessary to approve the final block party permit. If I do not agree with the terms specified in the permit, I will notify the Planning Division within 48 hours after receiving the permit. I understand that any permit issued pursuant to this application is subject to City review up to the time of the event. In the event the City finds that there are conditions that were not outlined by me, the applicant, in this application, the event may be subject to additional requirements, or subject to closure.

I, the undersigned, hereby make application for use of public right-of-way and certify the information provided in this application and supporting material is true and accurate. I am aware that all information contained herein is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.

Signature: _____ Date: _____

Printed Name: _____

INDEMNIFICATION/HOLD HARMLESS

I, the Applicant, agree to defend, indemnify and hold harmless the City of Yakima, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the Event or from any activity, work or thing done, permitted, or suffered by me, the Applicant, during the Event, except only such injury or damage as shall have been occasioned by the sole negligence of the city.

Signature: _____ Date: _____

Printed Name: _____

BLOCK PARTY STREET CLOSURE EXAMPLE

1. Place barricades with "STREET CLOSED" signs across the entire roadway at each closure
2. Keep tables and other temporary structures to one side of the street in order to maintain a 20-foot emergency access lane
3. Assign an adult monitor at each closure to move barricades for neighbors and emergency vehicle access

