

## BLOCK PARTY APPLICATION

Name: \_\_\_\_\_

Location of Block Party: \_\_\_\_\_  
(i.e. Willow Ave between Prospect St. and Lorraine Rd.)

Date of Block Party: \_\_\_\_\_

Time Party Will Begin: \_\_\_\_\_

Time Party Will End: \_\_\_\_\_

### CONTACT PERSON:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return via Mail to:** City of Wheaton  
Attn: Public Works Dept.  
P.O. Box 727  
Wheaton, IL 60187-0727

**In-Person:** Public Works Dept.  
821 W. Liberty Drive  
Wheaton, IL. 60187

Phone: 630-260-2110  
Fax: 630-260-2005  
Email: [mcruz-marschitz@wheaton.il.us](mailto:mcruz-marschitz@wheaton.il.us)

Please submit completed application **three weeks** prior to event date.

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*For Office Use Only:*

Copy to: Police \_\_\_\_\_ Fire \_\_\_\_\_ Signs \_\_\_\_\_

## BLOCK PARTY INFORMATION

- Block party applications should be submitted to the Wheaton Public Works Department **three weeks** before the date of the block party. In person at 821 W. Liberty Drive, or mail to address at bottom of application, or fax to 630-260-2005.
- Prior to applying for a block party permit, the contact person shall notify, in writing, all residents living on the block of the date and time of the block party. Applications can be picked up at the Public Works Department; 7:00 a.m. to 3:00 p.m., Monday thru Friday.
- There are no permit fees associated with block parties. Block parties are usually permitted unless the street closing involves one of the major collector of arterial streets in the City.
- Block Party permits will not be issued for personal parties that do not include the other residents living on the block.
- No street shall be completely blocked by any block party. Streets access must be available of-way for pedestrian or vehicular access to their property on the block.
- Barricades for the block party will be delivered to the contact person on the Friday before the block party and will be picked up at the same location on the first workday after the block party.
- If the contact person has not received the barricades by 2 p.m. the Friday before the block party, please call Public Works Department at 630-260-2110.
- The Contact person for the Block Party will be responsible for any damage to or loss of barricades.
- The Contact person shall be responsible for the removal of all litter, refuse, and property deposited in the public right-of-way as a result of a Block Party.
- **REMINDER:** Items such as amusement rides/animal rides, tents, etc. are not allowed in the public right-of-way.

For additional information, please call: Public Works Department 630-260-2110

Fax Number: 630-260-2005