



**MEDFORD, MASSACHUSETTS
BLOCK PARTY PERMIT APPLICATION**

BLOCK PARTY INSTRUCTIONS

Block Parties may be permitted upon the following:

1. Request must be submitted to the Medford Fire Department at least (3) three weeks minimum prior to block party. The request will be forwarded to the Police Department after the Fire Chief signs the approval. Both Chiefs must approve the request.
2. A Block Party is a neighborhood event or activity *for the residents of the neighborhood.*
3. 100% of the abutting residents of the street or area must be notified. Notification must be a good-faith attempt to obtain consent; at a minimum, notification must include a door-knock and written letter.
4. 80% of the abutting residents of the street or area affirm positively their support for the holding of the block party event for the requested time, date, and rain date.
5. The street involved must be a secondary road and the use of the public way involved will not adversely affect traffic flow or public safety in the adjacent street.
6. The public convenience will not be adversely affected.
7. Music is to be regulated so as not to be offensive outside the immediate area. Adherence to the City of Medford's noise ordinance (Sec. 38-34) must be followed. https://library.municode.com/ma/medford/codes/code_of_ordinances?nodeId=PTIIREOR_CH38EN_ARTIINU_S38-34NO
8. The Street must be kept open for the passage of emergency vehicles. Any soft restricting of traffic (cones, etc.) will be provided by the citizens and will be so constructed and placed that they are easily removed in case of emergency. Such barriers should be properly lighted if used at night.
9. Under no condition will structures be allowed on the street or roadway.
10. A time limit should be clearly stated in the request with the provision that such block party will terminate immediately on the orders of the senior officer on duty of either the Police or Fire Department if determined that public safety could be affected. The block party must end by 9:00 p.m.



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11. The requesting part shall assume the responsibility for clearing the public way and sidewalks of any and all debris, taking down all signs/notices etc. after the event.

HOW TO REQUEST SIGN OFFS ON YOUR APPLICATION

The initial request must be submitted to the Medford Fire Department at least three weeks prior to the block party.

You can submit your request by:

1. Dropping it off to the Fire Headquarters at 120 Main Street;
2. by faxing your request to Linda Rizzo at (781) 396-4377;
3. or by e-mailing it to Linda Rizzo at lrizzo@fire.medford-ma.gov

If approved by the Medford Fire Department, it will be signed off on and Ms. Rizzo will e-mail it to the Chief of Police's office for review and sign off if approved.

The approval will then be returned to you by the means you initially submitted. So if you hand delivered the application, you will receive a call to come pick the permit up. If you faxed your request, you will receive the permit by fax. If you e-mailed the request, you will receive the permit by e-mail.

Please note the process will take up to 7 business days.



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Block Party Request Form

I request permission to close the street or portion of

_____.

Cones or wooden horses will be placed

_____.

The date of the Block Party will be _____, rain date

_____.

The time of the block party will be from _____ to

_____.

Please allow time for setup and clean up. The Block Party must end by 9:00 p.m.

I affirm that I, or other members of my group, have made a good faith attempt to contact 100% of the abutting residents of the street or area, and have documented any objections. I affirm that 80% of abutters have provided supporting signatures to the application.

Signature

Date

Contact Information:

Printed Name of Responsible Party:

Address: _____

Phone Number: _____

Email: _____



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APPROVED:

Chief of Department
Medford Fire Department

Chief of Department
Medford Police Department

Abutter Signatures

Name	Address	Approve/Disapprove
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Name	Address	Approve/Disapprove
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