



## **NEIGHBORHOOD BLOCK PARTY REQUESTS**

The Town of Morristown has long supported the tradition of neighborhoods hosting annual block parties. For purposes of this discussion, a block party is defined as an outdoor public party hosted by the residents of a residential town block. (Although there may be one or two residents serving as coordinators, a party is considered a block party only when it is hosted by the residents of the block, as a group. It is important to keep this distinction in mind as a private party does not constitute a block party, even if all the residents of the block are invited.)

### **When planning a block party, please keep in mind the following guidelines:**

- \* The residents of the block where the block party is planned to take place must secure written approval from the Town to close a street to vehicular traffic by completing a Request for Permission to Host Block Party application form and submitting it to the Town Administrator. A Litter Management Plan Form is also required.

- \* Block parties can only take place on municipal roadways, though requests to close municipal arterials and/or collector streets may not be approved due to issues associated with traffic volume and/or circulation.

- \* Block parties may be held between the hours of 10:00 a.m. and 10:00 p.m. on Saturdays or Sundays.

- \* Generally, one block party per year per block may be requested.

- \* When a request for a block party is approved, please remember that any applicable laws and town ordinances such as those with regard to amplified music, the leashing of dogs, no markings in the street MUST be adhered to.

- \* In case of inclement weather or unforeseen circumstance, it is suggested that a “rain date” be included with your request.

The Town of Morristown makes every effort to approve the residents' requests to host a block party. However, there may be certain circumstances, schedule conflicts, or locations that would prevent approval.



Morristown Administration  
200 South Street, Room 239  
Morristown, New Jersey 07960  
P: 973-292-6626 F: 973-267-2726

### BLOCK PARTY REQUEST FORM

*Submission required at least 30 Days Prior to Event  
Submit this form to c-castillo@townofmorristown.org*

**ALL BLOCK PARTY REQUESTS WITH STREET CLOSURES REQUIRE GOVERNING BODY APPROVAL**

Date of Application: \_\_\_\_\_

Name & Address of  
resident submitting on  
behalf of Block residents:

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

#### BLOCK PARTY DETAILS

Party Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Party Location (list  
Streets & House # Range: \_\_\_\_\_

Start Time: \_\_\_\_\_  AM  PM End Time: \_\_\_\_\_  AM  PM

Intersecting Streets: \_\_\_\_\_

NOTE: If intersecting streets or closure of town street affects a Township of Morris Street, please contact the Township of Morris at 973-326-7400. Written permission must be attached to this request form.

**REQUIRED: LITTER MANAGEMENT PLAN COMPLETED & ATTACHED**

Applicant Print & Sign: \_\_\_\_\_ Date: \_\_\_\_\_

#### **\*\*FOR OFFICE USE ONLY\*\***

#### ADMINISTRATIVE REVIEW

Police Chief: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Public Safety Director: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Public Works: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Town Engineer: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Business Administrator: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

#### GOVERNING BODY REVIEW

*Your Block Party Request was denied by the Town Council.*

*Your Block Party request was APPROVED by the Town Council on \_\_\_\_\_*

#### **NOTE TO APPLICANT:**

***Barricades are required for your event. Please contact the Department of Public Works at 973-292-6670 to arrange barricade drop off the Friday before your event. The Department of Public Works will pick up the barricades from your address on/or about the first business day following the block party date.***



## LITTER MANAGEMENT PLAN

As per Ordinance 0-21-93, all sponsors of special events within the Town of Morristown must submit in writing, a **Litter Prevention Plan** to the Department of Public Works not less than **14 days prior to the event**.

Event Name: _____
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Event Location: _____
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Start Time: _____	End Time: _____	Set Up Start Time: _____	Breakdown End Time: _____
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E-mail: _____	Anticipated # of Participants: _____
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Contact Person(s): _____
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Mailing Address: _____
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Provide the specific Litter Prevention Plans for during and after the event, including contact information for responsible party:

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As the sponsor of the event, check here to acknowledge that you shall assure that an adequate number of litter and recycling receptacles are provided for the event, and that the condition of the receptacles will be monitored during the event. The number of receptacles required shall be determined using the following criteria:

- \*One trash and one recycling receptacle for every 4 booths, or stations
- \*One trash and one recycling receptacle for every open area approximately 50 ft. X 50 ft.
- \*At least two receptacles at every intersection where an event is planned, to be placed on opposite sides of the street.
- \*Two extra receptacles for every 250 or more people expected to attend.

For a copy of Ordinance 0-2 1-93 or additional information, contact Public Works at 973-292-6670.

Print Applicant Name(s): _____
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Submittal Date: _____	Signature: _____
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\*\*DO NOT WRITE BELOW THIS LINE\*\*  
OFFICIAL USE ONLY

Plan Received by: _____	Date Received: _____
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Date Submitted: _____	
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