



**OFFICE OF SELECT BOARD
333 WASHINGTON STREET
BROOKLINE, MA 02445
(617) 730-2200**

**BLOCK PARTY / ROAD CLOSURE
PROCEDURES**

- 1. AN APPLICATION IS REQUIRED TO REQUEST PERMISSION TO CONDUCT A BLOCK PARTY / ROAD CLOSURE.**
- 2. BLOCK PARTY / ROAD CLOSURE MUST NOT HAVE LARGE STRUCTURES SET UP IN THE MIDDLE OF THE ROADWAY**
- 3. ANY STREET BARRIERS AND ITEMS IN THE STREET MUST BE QUICKLY REMOVABLE**
- 4. NO GRILLS ARE ALLOWED INSIDE OR UNDER ANY TENTS OR CANOPIES**
 - a. ANY USE OF PROPANE TANKS WILL REQUIRE A PERMIT FROM THE FIRE DEPARTMENT <https://www.brooklinema.gov/2357/Fire-Permit-Applications>**
- 5. THE APPLICANT MUST OBTAIN SIGNATURES OF NEIGHBORS IN SUPPORT OF REQUEST.**
- 6. THE APPLICANT MUST PROVIDE A DETAILED SKETCH/MAP OF LOCATION TO BE BLOCKED OFF.**
- 7. THE APPLICATION WILL BE SENT TO THE POLICE DEPARTMENT, TRANSPORTATION AND DEPARTMENT OF PUBLIC WORKS FOR REVIEW AND APPROVAL. IF IT IS DEEMED THAT TRAFFIC SUPERVISION IS NEEDED THE APPLICANT WILL BE NOTIFIED TO CONTACT THE POLICE DEPARTMENT TO MAKE ARRANGEMENTS.**
- 8. FILL OUT AND RETURN THE APPLICATION TO THE SELECT BOARD'S OFFICE, 333 WASHINGTON STREET, BROOKLINE, MA 02445 OR EMAIL TO RMORSON@BROOKLINEMA.GOV**

Block Party / Road Closure Request

Applicant: _____

Street: _____

Date : _____

Rain date: _____

Time: _____

Phone number: _____

Email Address: _____

Is this a repeat event? _____

1. What is the reason for this event? _____
(Graduation, Community development, etc.)

2. Will there be any items set up in the street? _____ If yes, what items?

Signature

Date

All applications must be submitted at least two weeks prior to the day of the event.

Signatures of neighbors in support of request (10-15 names & addresses)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Police Fire DPW

The above departments have approved (for office use)