



**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**
- 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 [TSOUZA@BROOKLINEMA.GOV](mailto:TSOUZA@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

*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. \_\_\_\_\_

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Police       Fire       DPW

*The above departments have approved (for office use)*