

BLOCK PARTY/PLAY STREET APPLICATION



Seattle
Department of
Transportation

To temporarily close your neighborhood street for a Play Street or Block Party, complete and submit this application. Please refer questions to the Program Coordinator at (206) 386-4575.

Submit your application at least 14 days before your first event.

PLEASE SUBMIT COMPLETED APPLICATION VIA ONE OF THE FOLLOWING:

Email
publicspace@seattle.gov

Mail
SDOT – Street Use Division
Attn: Public Space
P.O. Box #34996
Seattle, WA 98124-4996

In-Person
SDOT - Street Use Counter
700 5th Ave, Floor 23
[Hours of operation](#)

1 CONTACT INFORMATION

Name		
Address	Seattle, WA	Zip Code:
Phone Number		
Email Address		

2 CLOSURE INFORMATION

DATE(S) + TIME(S)

Closures are limited to a maximum of 12 hours per week and no more than 3 days per week.

Date of first closure: _____

Date of last closure: _____

Option 1: Specific Date(s) and Time(s)

Date(s)	Start and End Time(s)

Option 2: Recurring Day(s) and Time(s)

Limited to a maximum of 6 months.

Day(s) of the Week		
Start and End Time(s)		

PLANNED ACTIVITIES

Note: large objects and/or hard to move items in the street or on sidewalks (i.e. bounce houses, stages) are not allowed under this permit and require additional review - please refer to [Special Activities](#).

3 CLOSURE LOCATION AND LENGTH

Please indicate the street segment you would like to close. Only non-arterial streets may be closed. Cross streets may be arterials or non-arterials. [Click here](#) to check if any are classified as arterials.

STREET: _____

CROSS STREETS: _____

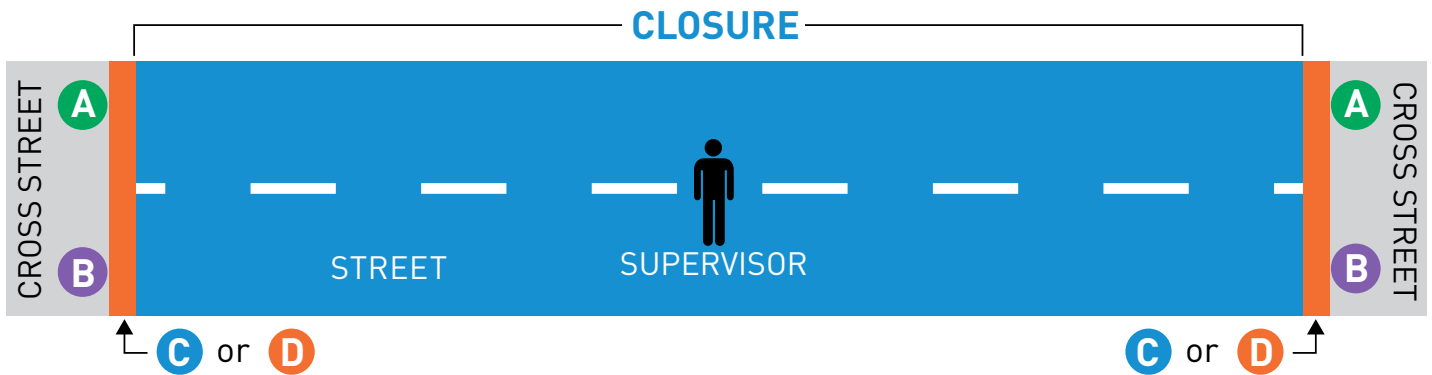
Is this an arterial? No Yes

Is this an arterial? No Yes

*If no, use barricade **C**. If yes, use barricade **D**.

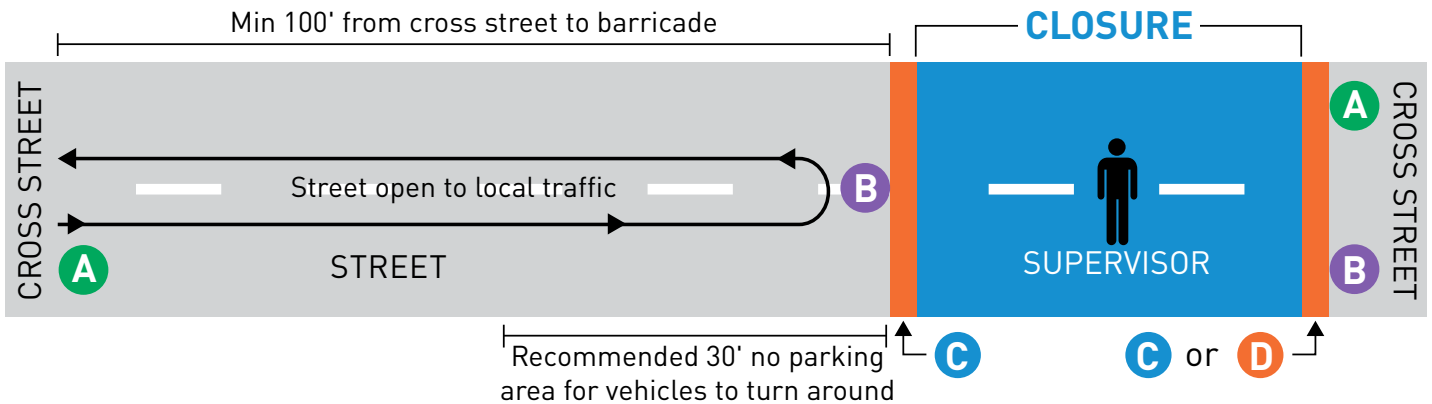
LENGTH

Option 1: Full Block



Option 2: Partial Block

Please provide the building number where the closure starts: _____

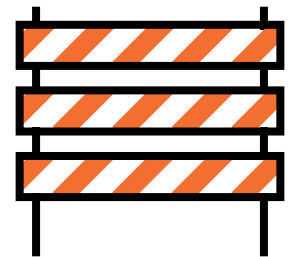
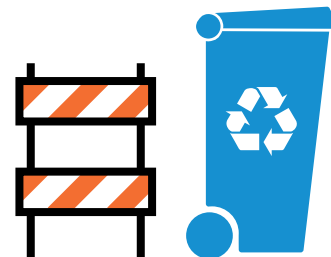


A "Road Closed" Sign

B Informational Sign

C Barricades for Non-Arterial Streets

D Barricade for Arterial Streets



4 NEIGHBOR NOTIFICATION

You must notify each residence along the closure before applying for this permit.
Please provide one of the following, attached to this application:

- Email or online post (please attach)
- [Flyer](#) or [door hanger](#) you distributed to residences ([click on the link for templates](#))
- Log filled out below with other notification methods (conversation, phone call, etc)

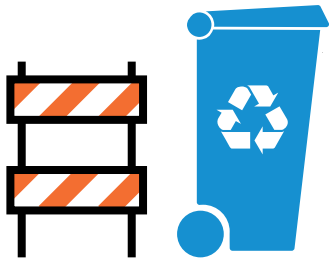
Building Number	Date Notified	Method of Notification	Notes
Example: 512	2/11/18	spoke in person	will attend!

5 CLOSURE CHECK LIST

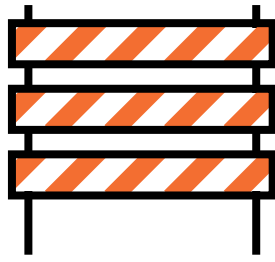
Refer to this list of requirements when setting up and breaking down your closure.

BARRICADE TYPE

- Barricades at non-arterial cross streets are Type 2 (rent from local providers) or a household item that is at least 3 feet tall and 2 feet wide.
- Barricades at arterial cross streets are Type 3 (rent from local providers).



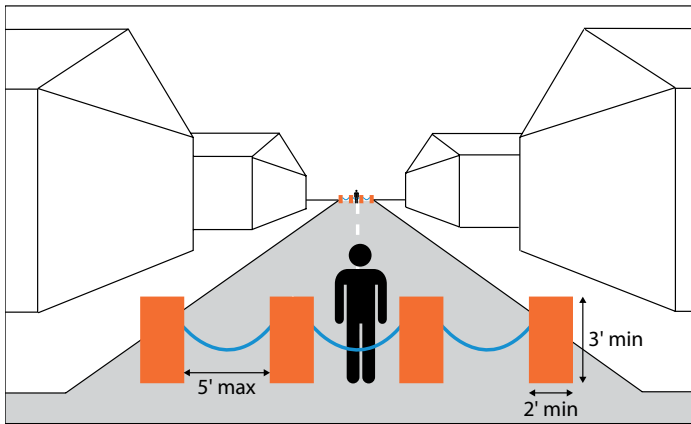
Barricades for
Non-Arterial Streets



Barricade for
Arterial Streets

BARRICADE PLACEMENT

- Barricades are placed at both ends of closure (refer to diagrams on page 2).
- Distance between each barricade does not exceed 5 feet.
- Barricades are linked together with rope, streamers, banners, etc.



SUPERVISOR(S)

- A minimum 20-foot-wide lane is kept clear within the closure at all times.
- At least one adult supervisor is present and visible from each barricade for the duration of the closure.

Supervisors are responsible for promptly moving barricades and clearing the roadway when residents, visitors, delivery vehicles, or emergency vehicles request access within the closure.

SIGNS

- Appropriate signs are placed at both ends of the closure (refer to diagrams on page 2).

Visit the Street Use Permit Counter ([click here](#) for location and hours) or a Customer Service Center ([click here](#) for locations and hours) to borrow "road closed" signs. You will need to present a copy of your signed permit to receive these. For informational signs, you may create your own or [click here](#) to print SDOT versions.



"Road Closed" Sign



Informational Sign

BREAKDOWN

- Closure is clear of all play equipment, pavement markings, and debris before barricades are removed.
- All borrowed signs are returned to the Street Use Permit Counter or a Customer Service Center.

Questions? [Click here](#) for more information.

6 ACCEPTANCE OF TERMS, CONDITIONS, AND REQUIREMENTS

Indemnification: The Permittee shall defend, indemnify, and hold harmless the City of Seattle, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts of omissions they may be liable, arising out of the Permittee's use or occupancy of the public right-of-way; and (2) all losses by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit. **Acceptance of terms, conditions, and requirements:** The Permittee shall accept the terms, conditions, and requirements of the permit and agrees to comply with them to the satisfaction of the Seattle Department of Transportation, Street Use Division. The Permittee shall comply with all applicable City ordinances, including but not limited to Title 15 SMC, and all applicable state and federal laws. **Work shall begin within six months of the date of approval unless other arrangements are made, otherwise the permit shall be void.** **Applicant/Permittee or Authorized Agent Statement:** I declare under penalty of perjury under the laws of the State of Washington that: I am the Applicant/Permittee or the Applicant's/Permittee's authorized agent; the information provided is correct and complete; and I have the authority to bind the Applicant/Permittee to this application. **Inspection Charge:** The Permittee is responsible for the standard Street Use Inspection charge if an inspection determines the Permittee did not comply with all terms, conditions, and requirements of the permit.

SIGN: _____

DATE: _____