

Date Submitted: \_\_\_\_\_  
Via email, fax, phone, letter, in person



## Block Parties Street Closings APPLICATION ONLY

NOTE: This is not a permit

IT IS RECOMMENDED THAT ALL PERMITS FOR STREET CLOSINGS  
BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS, TRAFFIC ENGINEERING  
**AT LEAST 30 DAYS PRIOR TO THE SCHEDULED DATE.**  
FAILURE TO DO SO MAY RESULT IN AN INABILITY TO PROCESS YOUR PAPERWORK  
AND THE PERMIT COULD BE DENIED.

1. Did you have a block party in 2019? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If no:** please gather a petition signed by 75% of houses/businesses on the block being closed stating that they are aware of the block party and are in agreement with it.

**Note:** Corner houses/businesses of cross streets of requested street closing must be contacted and sign petition.

2. Name of the street closed: \_\_\_\_\_ Zip Code \_\_\_\_\_

Requested street closing lies between what 2 cross streets:

\_\_\_\_\_ and \_\_\_\_\_

3. Council District \_\_\_\_\_

4. Date of the party (street closing): \_\_\_\_\_

5. Time of the party: FROM \_\_\_\_\_ am / pm - TO \_\_\_\_\_ am / pm  
(Block parties are restricted from continuing past 9:00 pm)

6. Rain Date: \_\_\_\_\_

7. Contact person (required to issue permit)

Name and if applicable Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

8. Payment of an administrative **fee of \$24.00** per block is **required to begin processing** your permit request. **This fee is non-refundable.**

# Of blocks: \_\_\_\_\_ Payment: \_\_\_\_\_

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