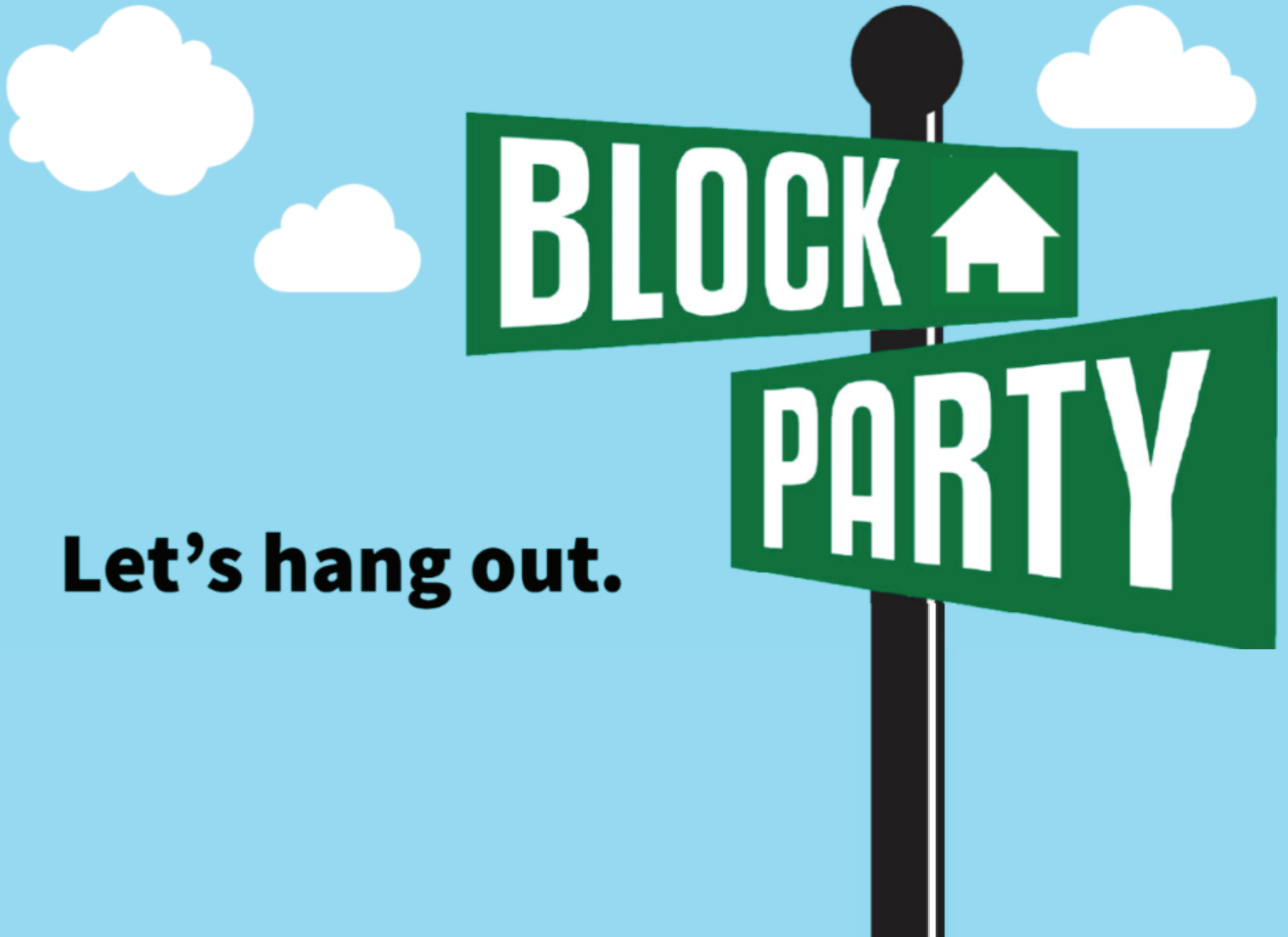


# 2023 BLOCK PARTY PLANNING GUIDE



**Let's hang out.**

## Block Party Planning Guide

City of Columbus communities host many residential block parties each year. A residential Block Party Permit will be issued by the City of Columbus Office of Special Events. The Block Party Application may be submitted after reviewing the following information.

A Block Party Permit is required when an applicant desires to close any zoned residential public street or alley for a neighborhood gathering or recreational activity. Applicants must live on the block requested to be closed. The requested closure must be the entire block, mid-block requests will not be approved. Closures at alleyways are not an acceptable closure location, you must go from street intersection to intersection. Block Party Permits are not issued for Church festivals, fairs, community picnics or business related/sponsored events.

No block party activities are permitted between the hours of 12:01am and 8:00am. Alcohol sales are not permitted at residential block parties. Consumption of alcohol must be maintained on private property and participants of the block party must follow all laws related to alcohol consumption. Fireworks are not permitted at residential block parties. There is to be no selling of food and/or beverages at a block party. This is a permit meant for neighborhood gatherings not a for-profit event.

Block party applications should be submitted at least 30 days before the block party. Applications submitted less than 30 days will not be guaranteed approval and will incur late fees. Application and late fees are non-refundable. Please review the [Event Fee Schedule](#) for associated costs.

Residents who live within the blocked area cannot be refused entrance to, or exit from their homes.

Safety of all participants is the concern of the City of Columbus. The closed street must always be accessible to safety personnel and vehicles. To insure a successful block party, applicants should be prepared to discuss all aspects of the closure.

Street closures located within the University Area District will be required to obtain approval from the University Area Commission at the Northwood High Bldg., 2231 N High St., Rm. 200, Columbus Ohio 43201 (614-441-8174). The [University District boundaries](#) are Glen Echo Ravine on the north, the railroad tracks on the east, Fifth Avenue on the south, and Olentangy River Road on the west.

Bounce houses, dunk tanks and other amusement apparatus are permissible for residential block parties. If they are going to be placed on the street, insurance in the amount of \$1,000,000 showing the City of Columbus as the additional insured is required. If they are located on private property insurance is not required, but is recommended for the property owner. A sample of the required insurance can be found under the resource section of our website at [www.columbus.gov/eventplanningguide](http://www.columbus.gov/eventplanningguide).

## **Application Requirements**

### **PETITION PAGE**

The [Street Closure Petition Page](#) can be printed from the Office of Special Events website. Petition pages must have the following information completed at the time of submission:

- Name of the block party/event (example: "Alpha Street Block Party")
- Name of street(s) to be closed along with names of connecting intersections (example: Alpha St. from Bravo St. to Charlie St.)
- Date of closure
- Start and end time of closure
- Signatures of at least 80% of all property owners, building managers or tenants whose property adjoins the street being closed. All signees must be 18 years of age or older to sign the petition page. A vacant property needs to be noted on the petition page as "vacant" to receive credit towards the 80%. Multiple attempts need to have the dates attempted noted on the petition page.
- Rain date must be noted on the petition page before having the residents sign off, if you want to utilize one.

Application and petition page must correlate. We will not issue a block party permit for dates/times that are not reflected on the petition page at the time of signature.

### **SITE PLAN**

A [site plan](#) is a required document for all street closures within the City of Columbus. A template can be found on the Office of Special Events website. A residential block party site plan should include the following information:

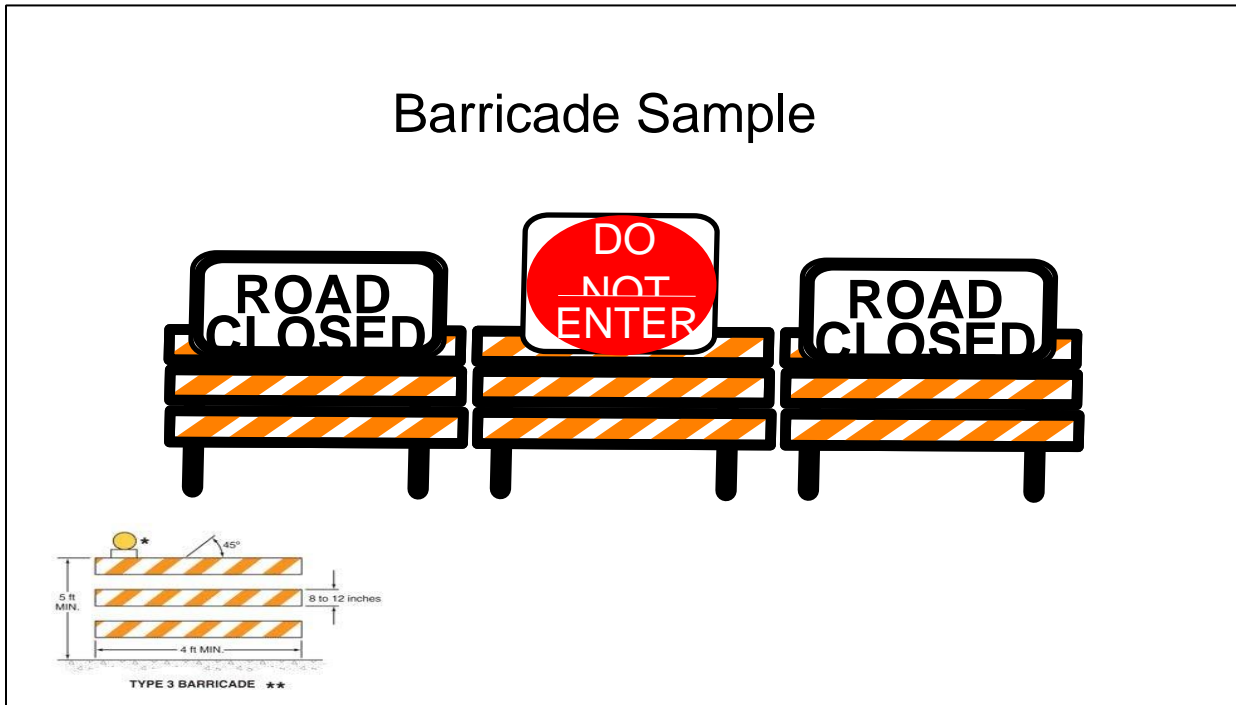
- Street being closed with connecting intersections
- Location of barricades
- Total street width and 20 ft. fire lane must be clearly marked.
- Any components being set up within the closure must be included and labeled. (Ex. Tents, bounce house, etc.)
- Directional Compass (North should be marked)

### **SAFETY PLAN**

A safety plan is a required document for all street closures within the City of Columbus. You can find an [Event Safety Form](#) online as well as linked in the block party application.

## BARRICADES

Barricades are a required component of all street closures. The permit holder/coordinator is responsible to obtain the required number and style of barricade. Use of vehicles, cones or caution tape are not approved barricades. The barricade is required to be lighted after sundown. Major thoroughfare closures must have an officer(s) as well as barricades for the duration of the closure.



The City of Columbus does not supply barricades. The following companies rent barricades for block parties in small quantities:

Paul Peterson Company  
950 Dublin Rd.  
Columbus, Ohio 43215  
Phone: (614) 486-4375

Safety Service Products Inc.  
724 Hudson Street  
Columbus, Ohio 43211  
Phone: (614) 263-8888

Road Safe Traffic Systems  
1350 Stimmel Road  
Columbus, Ohio 43223  
Phone: (614) 274-9782

You are not required to utilize one of these three companies but you must provide approved barricades for your block party.

## **BLOCK PARTY PERMIT PROCESS**

### **Step One: 30-365 days prior to the event**

- You may start your block party application up to one year in advance of your block party.
- Obtain petition signatures. Franklin County Auditor website is a helpful tool for determining addresses needed for closure.
- Obtain approved barricades.
- Upload signed petition page to the Office of Special Events block party application and complete any remaining incomplete questions.
- Make payment to the City for all associated costs.

### **Step Two: Event Day**

- Barricades should be placed at start time.
- Keep a copy of the block party permit available throughout the event.
- All areas should be maintained/cleaned to pre-event status at end of event.
- Barricades removed promptly at end of event.

## **ADDITIONAL INFORMATION**

### **Division of Police – Special Events Office**

120 Marconi Blvd.  
Columbus, OH 43215  
Main Line: 614-645-4375  
Lt. Kyle Scholl: 614-645-4844  
Officer Steven Banks: 614-645-4379  
Officer Robin Medley: 614-645-4635  
Email: [specialevents@columbuspolice.org](mailto:specialevents@columbuspolice.org)  
[www.columbuspolice.org](http://www.columbuspolice.org)

### **CRPD Office of Special Events**

1111 East Broad Street, Suite 101  
Columbus, OH 43205  
Main Line: 614-645-3800  
Email: [specialevents@columbus.gov](mailto:specialevents@columbus.gov)  
[www.columbus.gov/EventPlanningGuide](http://www.columbus.gov/EventPlanningGuide)

### **University Area Commission**

Northwood High Bldg.  
2231 N High St., Rm. 200  
Columbus, Ohio 43201  
Main Line: 614-441-8174

### **Franklin County Auditor Website**

<https://www.franklincountyauditor.com/>