



## **NEIGHBORHOOD BLOCK PARTY PERMIT CHECKLIST**

(National Night Out events and Neighborhood Block parties)

The City of Shoreline encourages block parties and neighborhood events that are civic in nature and open to the community. The City provides the following support for block parties: permit fee waivers for events that meet waiver criteria; free use of Road Closed signs (based on available supplies); support for recognized neighborhood associations which may include assistance with liability insurance for neighborhood events.

The following information is typically needed in order to submit an application for review. If you have a question on required items, please call (206) 801-2500 or stop by our office.

- City of Shoreline Block Party Permit Application**  
Include complete description, date, and time of the event and your contact information.
- Map or Drawing - two (2) copies** on 8 1/2" x 11". The map or drawing is a graphic representation of the street location for the event as seen from above. Please show the following details on the map or drawing:
  - North arrow.
  - Indicate the streets to be closed and location of road closure signs.
  - Designate the location of adjacent streets
  - If detour route is required indicate route on map.Maps downloaded from the internet can be used to meet this requirement. (See example)
- Neighbor Notifications/Flyers - two (2) copies.** Affected residents are to be notified of the event and road closure. Submit proposed wording of the event notification (door hanger/event flyer) with application.
- Certificate of Liability Insurance:** Provide certificate of liability insurance naming the City of Shoreline as additional insured. For those events sponsored by Neighborhood Associations belonging to the Council of Neighborhood, the insurance is on file with the City.
- Fees:** For those events sponsored by Neighborhood Associations belonging to the Council of Neighborhood certain fees may be waived or reduced. See also the attached policy for more information on fee waivers or reductions for special events.  
  
Permit fees are determined by an hourly rate of \$158.75. The minimum fee is \$158.75 **unless** you have your Neighborhood Association Chair or authorized representative sign the application and sponsor the event.
- Road closure signs must be posted three days prior to event:** For most block parties the City will provide road closure signs. The signs will be available 4-5 days before the event. It is the applicant's responsibility to pickup and place the signs a minimum of two days prior to the event. It is also the applicants responsibility to return the signs with three days of the completion of the event.
- Agency Notification:** City of Shoreline will provide notification to relevant agencies (Fire, Police, Metro, etc.) based on your application form.

**NOTE: Please be sure that all applications and drawings are clear and information is legible. Applications are accepted until 4:00 pm. City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov) under "Popular Links" select "Permits."**

This page intentionally blank



**City of Shoreline**  
**Planning & Community Development**  
 17500 Midvale Avenue North Shoreline, WA 98133-4905  
 Phone: (206) 801-2500 Fax: (206) 801-2788  
 Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov

**NEIGHBORHOOD BLOCK PARTIES  
 and NATIONAL NIGHT OUT  
 AGAINST CRIME  
 PERMIT APPLICATION**

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

Neighborhood Association  Ballinger  Briarcrest  Echo Lake  Highland Terrace  Highlands  Hillwood  Innis Arden  
 Meridian  North City  Parkwood  Richmond Beach  Richmond Highlands  Ridgecrest  Westminster Triangle

**APPLICANT/PERMITEE (CONTACT)**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone Cell \_\_\_\_\_

**Alternate Contact:**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone Cell \_\_\_\_\_

**EVENT**

Event Date: \_\_\_\_\_ Event Time: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Approximate # of People \_\_\_\_\_

Streets to be closed: \_\_\_\_\_

Date of street closure: \_\_\_\_\_ Time of street closure: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

TYPE OF EVENT:  Block Watch Party  Ice Cream Social  Large Community Event  Other \_\_\_\_\_

**INDEMNIFY AND HOLD HARMLESS:** The Permittee agrees to indemnify and hold harmless the City of Shoreline as provided herein to the maximum extent possible under law. Accordingly, the Permittee agrees for itself, its successors, and assigns, to defend and indemnify the City of Shoreline its appointed and elected officials and employees from and against liability for all claims, demands, suits, and judgments, including cost of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to Permittee's exercise of rights and privileges granted by this permit. The Permittee's obligations under this permit shall include: indemnification of claims made by the Permittee's own employees or agents and waiver of the Permittee's immunity under the industrial insurance provisions of Title 51 RCW, which waiver has been mutually negotiated by the parties. In the event it is necessary for the City of Shoreline to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from the Permittee. In the event it is determined that RCW 4.24.115 applies to this permit, the Permittee agrees to defend, hold harmless, and indemnify the City of Shoreline to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of City of Shoreline to the full extent of Permittee's negligence.

**LEGAL COMPLIANCE:** Permittee agrees to prosecute work under the permit with all diligence and speed. At the expiration of the permit the rights herein conferred shall cease and terminate, unless specific written provisions are made for a renewal or extension. The undersigned, its successors and assigns, agrees if granted the above permit, to comply with the provisions, conditions, and requirements of the permit, and regulations adopted in the Shoreline Municipal Code and administrative rules authorized by the Code. Inspections or final approval by the City do not relieve the Permittee from its obligation to fully comply with state and city laws and regulations.

**AUTHORITY:** The undersigned acknowledges that the information submitted in support of this permit is true and correct and he/she is the Permittee or authorized by the Permittee to execute this permit.

Signature of **Permittee - (Contact)** \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ Neighborhood Association is sponsoring the following block party/road closure and my signature is authorization for this event.

Signature of **AUTHORIZED AGENT**  
**Neighborhood Representative** \_\_\_\_\_ Date \_\_\_\_\_

Print Neighborhood Representative Name, Title and Phone # \_\_\_\_\_

## General Terms and Conditions for the Event

1. If you have any questions, call City of Shoreline Planning and Development Services at (206) 801-2500.
2. All roads occupied under this permit shall be open to use by the general public by the time specified.
3. The permittee, its successors and assigns, is given and granted the right and authority to enter upon the right-of-way or public place for the purpose of conducting the event described in this permit and approved by the City.
4. Due to specific circumstances (i.e. location, event size, dates, etc.) an inspection may be required. When required as a condition of the permit, the permittee is required to notify the City of Shoreline by the "inspection fax request line" at (206) 801-2785 between 24 and 72 hours before entering or barricading the right of way. To cancel inspections call (206) 396-3128 or (206) 391-0266.
5. Please review all plans for any corrections. Any deviation from the proposed plan must be approved in advance by the City.
6. Signs and traffic control shall be in accordance with the approved plan and the Manual on Uniform Traffic Control Devices (MUTCD) for streets and highways.\*
7. Approved traffic control plans are required at the event.
8. The City may at anytime do, order or have done any and all work considered necessary to restore to a safe condition a condition dangerous to life or property left by the permittee and upon demand the permittee shall pay the city all costs of such work, materials, etc.
9. Penalties up to one thousand (\$1,000) dollars per day may be imposed by the City, if the permittee delays restoration of facilities beyond the time limits prescribed by the City. The City reserves the right to order its own agents or representatives to accomplish the desired change and all costs of relocation or removal shall be borne by the permittee.
10. This grant or privilege shall not be deemed or construed to be an exclusive franchise. It does not prohibit the City from granting other permits or rights of like nature to other public or private entities, nor shall it prevent the city from any of its roads, streets, public places for any and all public use or affect its jurisdiction over all or any part of them.
11. All the provisions, conditions, requirements and regulations herein contained shall be binding upon the successors and assigns of the permittee and all privileges of the permittee shall be given to such successors and assigns as if they were specifically mentioned.
12. The City may unilaterally revoke, annul or terminate, revise or amend this permit without cause and for any reason including, but not limited to:
  - a. Permittee's failure to comply with any provision, requirement or regulation herein set forth;
  - b. Permittee's willful neglect of, or failure to heed or comply with notices given it;
  - c. Permittee's facilities are not installed, operated or maintained in conformity with conditions herein set forth;
  - d. Permittee's failure to conform to any applicable law or regulation as currently exists or may hereafter be enacted, adopted or amended.
13. The permittee by accepting this permit agrees to inform agencies and private property owners adjoining or in proximity to the right-of-way. The permittee shall make all advance arrangements necessary to notify and protect such property.
14. The issuance of this permit to the permittee does not in any way relieve the permittee of any other applicable law in conducting the event subject to this permit.

\* As a service to citizens the City may provide appropriate road closed signs based on available supplies. If no signs are available from the City appropriate signage may be obtained by the permittee from a rental company - Planning & Community Development can provide rental company information.

## **CITY MANAGER'S POLICY FEE WAIVERS FOR BLOCK PARTIES**

On occasion, the City is asked by various groups to waive fees for special events. Fee waivers and reductions are granted by the City Manager on a case-by-case basis according to the eligibility outlined in the Shoreline Municipal Code 03.01.800. It is important to note that fee waivers or reductions do not eliminate the requirements to obtain a permit or meet the conditions of the permit.

Depending upon the event and location, these requirements typically include liability insurance, traffic control, notification to affected parties, and event clean-up. For more information, contact the Permit Services Manager at (206) 801-2521.

Eligibility for fee waivers or reductions largely depends on the event sponsor and the nature of the event. Events that provide a civic benefit to the entire City or a recognized neighborhood area, and are open to all City residents are best suited for obtaining a fee waiver. Events that are essentially private gatherings, which are of little public benefit, are not suited for a fee waiver.

### **Examples of Special Events Well Suited to Receive a Fee Waiver or Reduction**

A large street party that is hosted once a year by a recognized neighborhood association for the entire neighborhood as a "get to know you" event. Such an event would bring neighbors together to meet one another, establish friendships and develop a sense of community.

Block Parties held to celebrate National Night Out or to bring together all neighbors on a block for a civic purpose such as crime prevention, emergency preparedness and community connection may qualify for a fee waiver.

A neighborhood association hosted ice-cream social that takes place at a park picnic shelter or recreation room. Such an event would bring together neighbors to meet one another and establish friendships.

### **Examples of Special Events Not Well Suited to Receive a Fee Waiver or Reduction**

A group of neighbors independently getting together to hold a Memorial Day party and closing off the street in front of their homes. Such an event is not well suited because it lacks a community-wide or neighborhood-wide civic purpose.

A family that is hosting neighbors and family for a family event, such as a birthday, wedding or anniversary, and wants to block the street to allow a place for people to park and caterers to set up equipment. This is a private function that is not intended to be open to the public.

This page intentionally blank



## 2015 REGISTRATION

### Neighborhood Block Party And National Night Out Against Crime

Organizing a **National Night Out** Event in your neighborhood is easy and we are here to help!

**Registration is required for all parties, including permitted events involving street closures.** The official NNO date this year is Tuesday, August 4th. Whether you are hosting your event on this date or another, by registering we include you in Shoreline's official Night Out Crime Prevention participant count and map your event.

Following the simple steps outlined below will make your registration process quick and easy.

1. Fill out the registration form at [www.shorelinewa.gov/nationalnightout](http://www.shorelinewa.gov/nationalnightout) or fill out attached form and bring to City Hall, Community Services Department, 2nd floor, 17500 Midvale Ave. N., Shoreline, WA 98133
2. A permit is usually required if you hold an activity in the street or close the street. To file a NNO permit application for street closure, contact City of Shoreline Permit Services at (206) 801-2500 or visit [www.shorelinewa.gov/nationalnightout](http://www.shorelinewa.gov/nationalnightout) for the permit packet.

#### **\*Reminder\***

Registration and permit applications for **NNO events hosted on August 4 must be received by the City of Shoreline by Tuesday, July 21.** Meeting this deadline will ensure your party is in the drawing for a possible police or fire crew visit and plotted on the city's site visit map.

Please direct all National Night Out questions to Rosie O'Brien-Ochs at [robrien-ochs@shorelinewa.gov](mailto:robrien-ochs@shorelinewa.gov) or call (206) 801-2256.



**2015 REGISTRATION**  
**Neighborhood Block Party And National Night Out Against Crime**

NEIGHBORHOOD ASSOCIATION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ APPROX. ATTENDEES: \_\_\_\_\_

Event Location: (Include address information and or blocks of streets to be used)

\_\_\_\_\_

TYPE OF EVENT ( i.e. Backyard BBQ/Potluck, Kid's Street Parade, etc.)

\_\_\_\_\_

**ORGANIZER INFORMATION** (PLEASE PRINT CLEARLY SO EASY TO READ & INPUT DATA ON SPREADSHEET)

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

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alt. Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Will you be closing your street?**

YES NO

**Would like possible police or fire crew visit?**

Drop off completed registrations to City Hall, Community Services Department, 2nd floor, 17500 Midvale Ave. North or email to: [neighborhoodcoordinator@shorelinewa.gov](mailto:neighborhoodcoordinator@shorelinewa.gov)

**Reminder\*\* For August 4 events, registration and permit applications must be received by Tuesday, July 21.** Meeting this deadline will ensure you are in the drawing for possible police or fire crew visits.





SHORELINE NATIONAL NIGHT OUT 2015

Due to Shoreline Fire's increasing emergency call volume, and the growing number of Block parties and neighborhoods participating in National Night Out Against Crime, our on-duty crews and apparatus are unable to attend every party to which they are invited.

Our firefighters will plan to attend 6 parties on August 4th, this year's National Night Out. We will send either an engine or aid car in response to neighborhood group requests.

We ask that you enter your Block Party's information below and a drawing will be held on July 28 to determine the six parties chosen for a fire crew visit. We will notify the six selected block party coordinators and tell them to expect an engine or aid car visit.

---

FIRE ENGINE VISIT BLOCK PARTY DRAWING - 2015

BLOCK PARTY COORDINATOR \_\_\_\_\_

Contact phone \_\_\_\_\_

Email \_\_\_\_\_

This page intentionally blank

# NATIONAL NIGHT OUT NEIGHBORHOOD POTLUCK

YOU'RE INVITED TO

19802 Linden Avenue North  
Shoreline, WA 98133

**TUESDAY, AUGUST 4, 2015**  
6:00 TO 8:00 P.M.

Meet your neighbors, share food and have some fun!

What to bring:

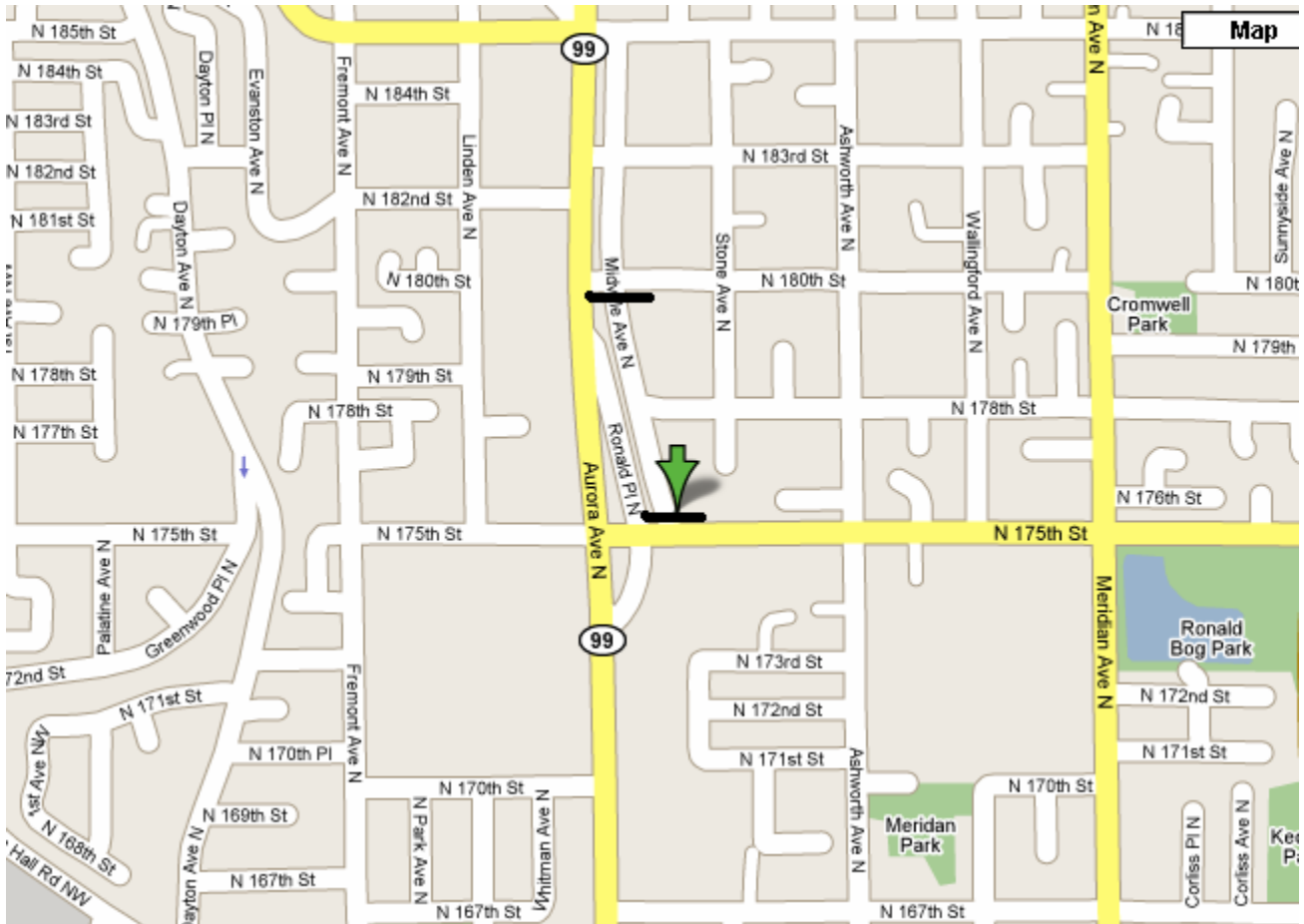
- a main dish, salad or dessert to share
- your own utensils, plates and cups
- a folding table or chair if you have one
- games or activities for kids/adults like frisbee, bubbles, chalk, ...

**ROAD CLOSURE:** Home Street North will be closed on August 4 between N 148<sup>th</sup> and N 149<sup>th</sup> from 5PM – 9PM to allow for setup and cleanup. For all of our safety, please plan not to drive on Home Street during this closure.

Neighbor Organizer: **Jayson Rackerby at (206) 546-0926**



# Sample Map



— Road closure signs locations

NOTE: A simple map downloaded off Mapquest, Google, or other internet site is sufficient.