



## City of Shoreline

Print Form

### Planning & Community Development

17500 Midvale Avenue North Shoreline, WA 98133-4905

Phone: (206) 801-2500 Fax: (206) 801-2788

Email: [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) Web: [www.shorelinewa.gov](http://www.shorelinewa.gov)

Permit hours – M, T, F: 8:00 a.m. to 4:00 p.m. | W, Th: 1:00 to 4:00 p.m.

## 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.
- Submittal Fee:** \$1,085.00 (Due at time of permit issuance)  
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.
- 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. (See examples)
- 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.
- 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 streetsOnline maps or hand-drawn maps can be used to meet this requirement. (See examples)
- Road closure signs must be posted three days prior to event:** For most block parties the City will provide, deliver, and pick up road closure signs to the applicant. The signs will be delivered a minimum of 4 days before the event. It is the applicant's responsibility to place the signs a minimum of 3 days prior to the event. It is also the applicant's responsibility to organize and return signs to the location they were delivered for collection by the City. You will receive either an A-frame road closure sign, or a roll up banner road closure sign. See attached instructions. The City understands that use of garbage, recycle, or compost bins for banner-style signs can create an inconvenience depending on scheduled collection days. Please coordinate with your neighbors to identify lesser used bins (often compost bins) for this purpose. Alternative mounting options are acceptable if signs are visible and secure.
- 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."**

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**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/PERMITTEE (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 **APPLICANT/PERMITEE** \_\_\_\_\_ 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.

Signature of APPLICANT/PERMITEE \_\_\_\_\_ Date \_\_\_\_\_

## **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 Planning & Community Development at (206) 801-2500.

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.

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## Sample Block Party/Special Event Flyer

# NATIONAL NIGHT OUT NEIGHBORHOOD POTLUCK YOU'RE INVITED TO

19802 Home Street North  
Shoreline, WA 98133

TUESDAY, AUGUST 2, 2022  
6 - 8 pm

Meet your neighbors, share food and have some fun!

What to bring:

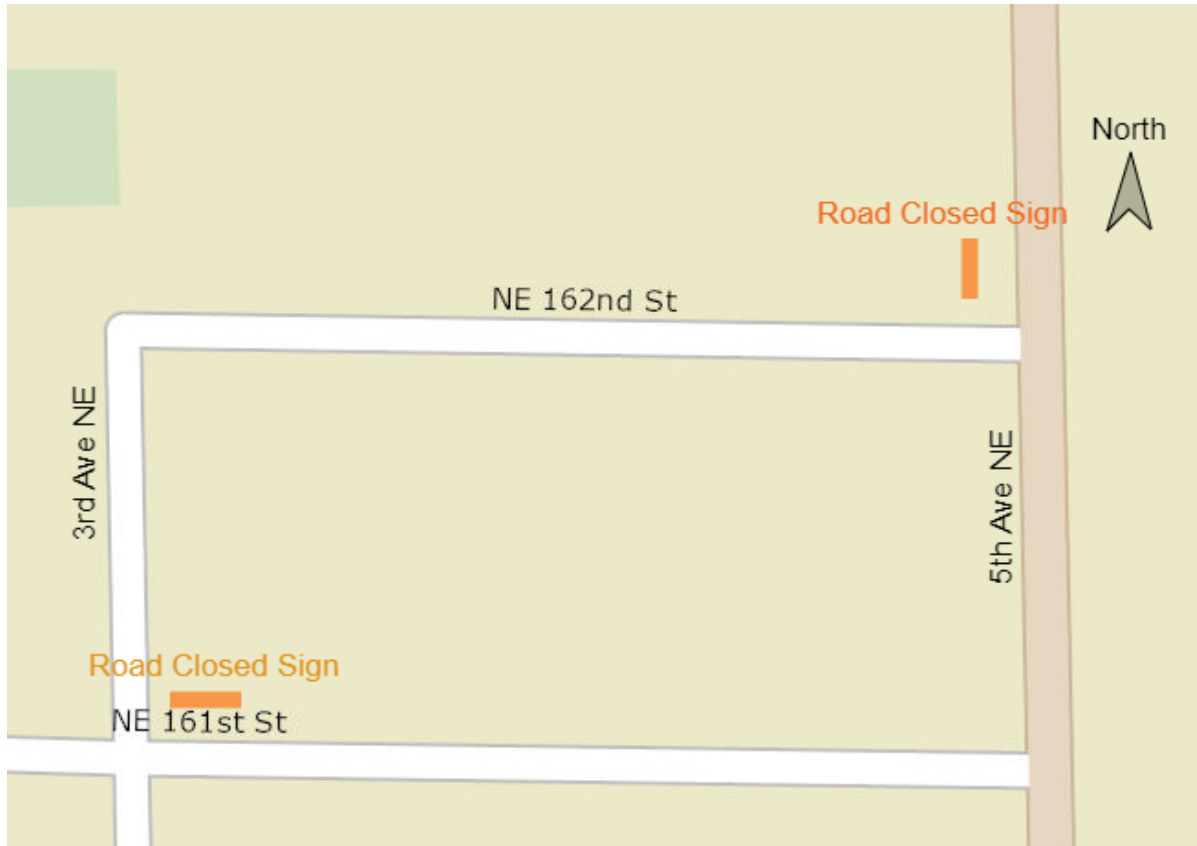
- \* a main dish, salad, or dessert to share
- \* your own utensils and plates
- \* a folding table or chair if you have one
- \* games or activity for kids/adults like frisbee, bubbles, chalk ...

**ROAD CLOSURE:** Home Street North will be closed on August 2 between N 198<sup>th</sup> and N 199<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: **\*\*Name, phone, email**



## Sample Web-Based Map



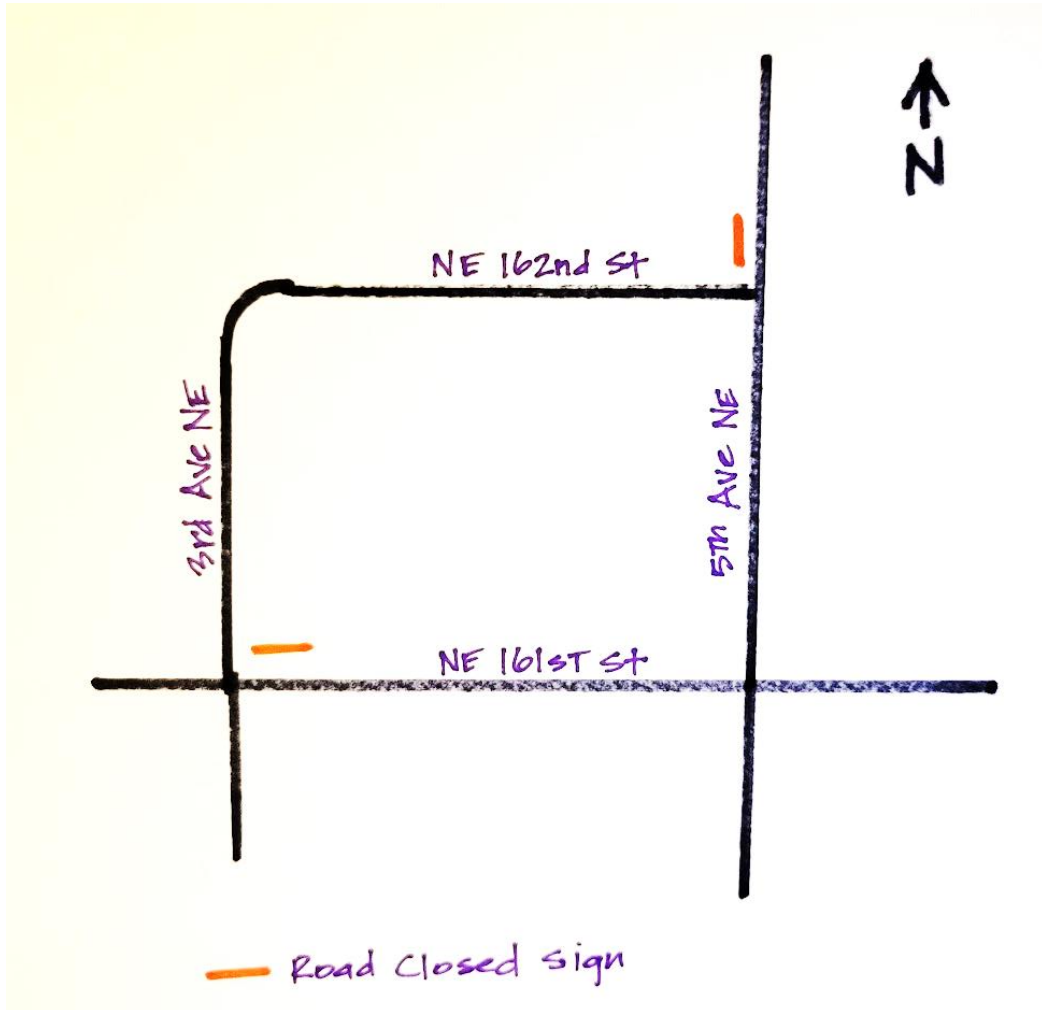
NOTE: King County iMap is a helpful tool for creating maps online, with built-in drawing and text capabilities.

This tool is free, does not require registration, and is available online at:

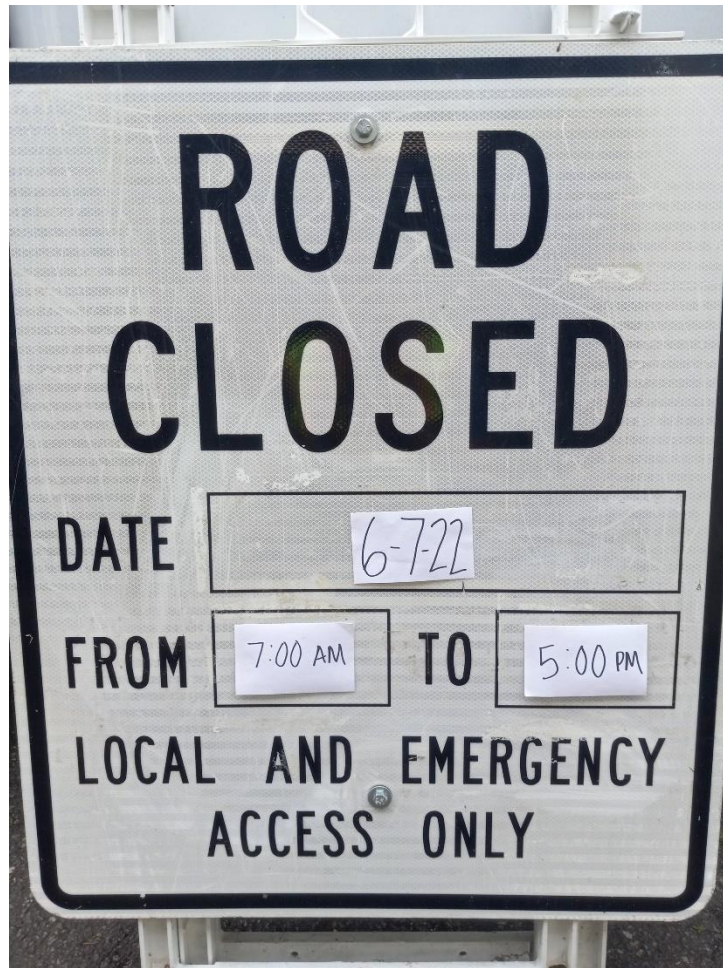
<https://gismaps.kingcounty.gov/iMap/>.



# Sample Hand Drawn Map



## A-Frame Road Closure Sign Instructions



1. Please use the enclosed cards to legibly and in large font, write the date and times (from/to) of your closure using a dark marker and insert into the appropriate sleeve provided on the sign.
2. Place the sign on the corner of the street to be closed at least 3 days prior to closure. During the closure, move the sign to the center of the street.
3. Ensure that pedestrian access is not blocked before or during your event.
4. When your event is over, remove the cards from the sleeves, clip the empty plastic bag back to the sign, and return the sign to the location it was dropped off.

## Banner-Style Closure Sign Instructions

1. Please use the enclosed cards to, legibly and in large font, write the date and times (from/to) of your closure using a dark marker and tape to the banner in the appropriate location.
2. Using your garbage, compost, and/or recycle bins and the zip ties provided, mount the road closure sign as shown below. If you don't have two of the same sized cans, use a participating neighbor's can. Alternative mounting methods are acceptable as long as the sign is visible.



3. Place the sign (and associated garbage/compost/recycle bins) on the corner of the street to be closed at least 3 days prior to closure. During the closure, move the assembly to the center of the street.
4. Ensure that pedestrian access is not blocked before or during your event.
5. When your event is finished, remove the cards from the sign, clip the empty bag back to the sign and leave it in the same location it was dropped off.