

# Neighborhood Block Party Permit Submittal Checklist

*National Night Out (NNO) block party*

Planning & Community Development  
17500 Midvale Ave N  
Shoreline, WA 98133  
206-801-2500  
pcd@shorelinewa.gov



Required for any block parties associated with National Night Out for Community (NNO) on the first Tuesday of August. Includes any block parties occurring within a month before or a month following National Night Out.

Name \_\_\_\_\_ Date \_\_\_\_\_

Date of block party \_\_\_\_\_ (*must be within a month before or after the first Tuesday of August*)

Address \_\_\_\_\_

Project Description \_\_\_\_\_

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information.

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).

**National Night Out for Community occurs on the first Tuesday of August. The City waives fees and insurance requirements for parties on that day. Fees are also waived for block parties occurring within a month before or month following National Night Out.**

**For NNO block parties planned for August 6, 2024, application materials must be submitted on or before July 15, 2024. For NNO block parties planned before or after August 6, 2024 (June 6<sup>th</sup> through September 6<sup>th</sup>), application materials must be submitted at least three weeks in advance of the planned event date.**

## Road Closures

**Road closure signs must be posted three days prior to event.** The City will provide, deliver, and pick up road closure signs to the applicant. The signs will be delivered a minimum of four days before the event. It is the applicant's responsibility to place the signs a minimum of three days prior to the event. You will receive either an A-frame road closure sign, or a roll-up banner road closure sign. Alternative mounting options are acceptable if roll-up banners are visible and secure.

## Notices

The City of Shoreline will provide notification to relevant agencies (Fire, Police, etc.) based on your application.

## **Required Documents**

- National Night Out Block Party registration completed and submitted at [shorelinewa.gov/nno](https://shorelinewa.gov/nno)
- [National Night Out Block Party Permit Application](#)
  - Include complete description, date, and time of the event and your contact information.
- Map or Drawing
  - The map or drawing is a graphical 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.
    - Indicate if any vendors or food trucks will be at this event.
- Notifications/Flyers

- 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. For reference, see the City's [Special Event Sample Flyer handout](#).

**SUBMIT COMPLETED APPLICATION PACKETS by email to [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov) or deliver hard copies to the City Clerks' office in the lobby of Shoreline City Hall, 17500 Midvale Avenue N**

City Hall is open Monday – Friday, 8 a.m. - 5 p.m.

**If you have any questions, contact the Community Opportunities Coordinator, Constance Perenyi, at [cperenyi@shorelinewa.gov](mailto:cperenyi@shorelinewa.gov) or (206) 801-2253.**