



City of Northglenn  
Neighborhood Services Division  
303.280.7876  
[ccook@northglenn.org](mailto:ccook@northglenn.org)

## PARTY PERMIT TEMPORARY STREET CLOSURE) Application Guide

### PROGRAM OVERVIEW

The Block Party Trailer Program is an amenity for Northglenn residents intended to encourage neighborhood engagement, an opportunity to get to know those who live near you and create a sense of community. The program is administered by the Neighborhood Services division on a first-come, first served basis. The Block Party Trailer is available for \*free rental and comes with all of the essentials to host a block party.

The Block Party Trailer includes:

- Barricades for street closure
- 12 tables (folding and picnic style)
- 32 folding chairs
- 4 ice chests and 3 water coolers
- 4 pop-up canopy tents
- Variety of lawn games

Once you have an approved application, a Neighborhood Services division staff member will deliver the trailer the Friday prior to the party between the hours of 8:00 a.m. and 5:00 p.m. and retrieve the trailer the Monday morning following the party between the 8:00 a.m. and 5:00 p.m. The applicant will be expected to meet on-site with staff to exchange keys and review inventory.

Other program information:

- The applicant must be a resident of the City of Northglenn.
- The party must be held within the City of Northglenn.
- Street closures are allowed for one (1) day per application, between the hours of 7:00 a.m. and \*10:00 p.m. *\*Barricades must be removed by this time, please allow time for clean-up when you promote the party time to your neighbors.*

\*There is no cost to rent the trailer; however please note, you will be held financially responsible for lost/stolen/damaged equipment and/or property (see Indemnification Agreement).

### PRE- SUBMITTAL REQUIREMENTS

Prior to submitting a full application, please follow the steps outlined below.

**Step 1:** Find an available date to rent the trailer. You can check the online calendar, which can be found on [www.northglenn.org/blockparty](http://www.northglenn.org/blockparty) or contact Collette Cook at 303.280.7876 or [ccook@northglenn.org](mailto:ccook@northglenn.org) for assistance.

**Step 2:** Contact Collette Cook at the information above to confirm street closure eligibility.

- Be prepared to provide the proposed party date and limits of street closure, including the street you would like closed and the termination points (intersections or provide a map).
- Please check the map on [www.northglenn.org/blockparty](http://www.northglenn.org/blockparty) first to make sure the street you would like to close is not automatically ineligible.
- Allow up to three (3) business days for a response.
- If your street is not eligible, we encourage you to work with neighbors on an eligible side street and/or consider hosting a party in one of our City parks instead.

**Step 3:** Once you have successfully completed Steps 1 and 2, submit a completed application packet (see requirements below) at least ten (10) business days prior to the party.



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## SUBMITTAL REQUIREMENTS

Submit a completed application packet via email to [ccook@northglenn.org](mailto:ccook@northglenn.org) or deliver in person to Northglenn City Hall, located at 11701 Community Center Drive. Any missing information may cause a delay in review and result in permit denial.

The application packet includes:

- Completed **Application Form**, including initialed conditions of approval.
- Petition for Street Closure**
  - Signatures must be obtained from a minimum of 80% of addresses in the closure area.
  - One signature per property address will be accepted.
  - At homes where residents are unavailable to sign, the petitioner shall leave written notice of the proposed closure, indicating the street to be closed with the date and hours specified.
- Insurance and Indemnification Agreement**
  - It is very important that you understand the liability implications of signing this agreement.
  - There is a separate guide available at [www.northglenn.org/blockparty](http://www.northglenn.org/blockparty) with instructions on how to obtain insurance coverage.
  - If you have questions about liability and/or insurance, please contact Risk Manager Kathy Kvasnicka at 303.450.8714 or [kkvasnicka@northglenn.org](mailto:kkvasnicka@northglenn.org).
- Additional Information** upon request (ex. map of street closure area)