

Town of McCandless Police Department
9955 Grubbs Road
Wexford PA 15090
412.369.7992
Policeadministration@townofmccandless.org
BLOCK PARTY REQUEST FORM

All requests for block parties shall be submitted to the Town of McCandless Police Department. All sections of this request shall be completed and the form signed by the applicant. Incomplete requests will not be approved.

Upon receipt of the completed Block Party Request form and Neighborhood Petition form, the chairperson of the event will be notified by email/mail if their street closure was approved or not approved. Questions can be addressed to the Police Department Administration Monday through Friday, 8am to 4pm at 412-369-7992.

STREET TO BE CLOSED			IF ONLY A SECTION OF THE STREET IS TO BE CLOSED GIVE HOUSE NUMBERS OR CROSS STREETS		
DATE OF EVENT	START TIME	END TIME	RAIN DATE IF APPLICABLE	START TIME	END TIME
EVENT CHAIRPERSON NAME		ADDRESS			Phone # Email:

REQUIREMENTS FOR BLOCK PARTY APPROVAL

1. Block Party Request form and Neighborhood Petition form must be filled out completely and submitted to the Town of McCandless Police Department. Block parties are only authorized by the Chief or his designee.
2. All residents on the street must be contacted and must agree to closing the street. Neighbor contact will be verified by the completion of the Neighborhood Petition form.
3. Party must be off street by dark.
4. Objects such as tents, tables and inflatable games that would hinder free access to emergency vehicles cannot be placed in the roadway.
5. The person in charge and listed below is responsible for clean up of the area after the block party. All debris and trash must be removed at the end of the block party.

I, the above named event chairperson, hereby request permission for a street closure at the above specified location, date and times, for the purposes of a block party. I have read and understand the above requirements.

Signature of Event Chairperson

Date

OTHER INFORMATION

BLOCK PARTY - NEIGHBORHOOD PETITION FORM

One of the requirements for Police Department approval to close a Town roadway for a block party is the notification and approval of all the residents of the street. Please complete this neighborhood petition form by having all the residents on the street print their name and address and then sign acknowledging that they have been notified and agree to the street closure for the purpose of a block party on the specified date and times. The completed form should be returned along with the Block Party Request form to the Town of McCandless Police Department.

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