



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

John C. Prescott
Community Development Director

BLOCK PARTY PERMIT APPLICATION AND INSTRUCTIONS

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS APPLICATION UPON INITIAL SUBMITTAL. PLEASE ALLOW TEN BUSINESS DAYS FOR PROCESSING.

1. Filing fee \$40
2. Application
3. Plot plan
 - A. Area of street closure with barricade plan (Applicant to provide temporary barricades at their own expense).
 - B. Adjacent cross streets
 - C. Location of entertainment, structures, games, booths, etc. (must maintain twenty (20) foot clearance for fire department access).
 - D. Access for affected homeowner/tenants not approving of permit
4. Permission list signed by all affected homeowners/tenants. If permission cannot be obtained from a homeowner/tenant note on plot plan and allow for access of the resident and/or guests of the resident.

*****Block parties shall be limited primarily to residents of the block party street and adjacent street residents.*****

FOR ASSISTANCE AND INFORMATION REGARDING BLOCK PARTY PERMITS, PLEASE CALL THE COMMUNITY DEVELOPMENT DEPARTMENT, CODE COMPLIANCE DIVISION AT (805) 449-2300.

**CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPARTMENT
BLOCK PARTY PERMIT APPLICATION**

Location of block party: _____

Name of applicant: _____ Date: _____

Address: _____ Phone: _____

Name of additional committee member: _____ Phone: _____

Date of event: _____ Between _____ a.m./p.m through _____ a.m./p.m

Approximate number of attendees: _____

Total number of households affected: _____

Total number approving: _____ Total number not approving: _____

Will persons from outside the neighborhood be attending: Yes No
If yes, estimated number: _____

Note: Block party is limited to primarily neighborhood residents.

Type of entertainment, if any (please specify live entertainment, amplified music, etc.):

Will alcohol be served: Yes No

FOR STAFF USE ONLY

Approved (Conditions Attached) Permit Number: _____

Declined, Reason(s) _____

Community Development Signature: _____ Date: _____

