

**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, PLANNING DIVISION AT (805) 449-2323.

**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: \_\_\_\_\_

