

# REQUEST FOR A BLOCK PARTY AND STREET CLOSURE

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Person/Organization

TO WHOM IT MAY CONCERN:

I/We are hereby requesting approval of a block party and request closure of the following:

\_\_\_\_\_  
Street name(s) and numbers

Starting on \_\_\_\_\_ and  
(Date and Time)

Ending on \_\_\_\_\_  
(Date and Time)

It is understood that if someone insists on passage through our street, that we will comply, and also, that we will allow any emergency vehicles through if the need arises.

By signing this request, I/We hereby affirm that all of the above statements are correct to best of our knowledge, and that all of the terms herein will be complied with.

**It is understood that I/We are responsible for traffic control devices. However, if assistance is required from the City of Alamogordo to provide traffic control devices for this street closure, I/We understand we will need to make arrangements separate from this form by contacting the Alamogordo Street Department directly at 439-4244 at least three days prior to the event.**

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
Phone: \_\_\_\_\_

APPROVED

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date approved

REVIEWED BY:

\_\_\_\_\_  
Police Chief      Date received      Date approved

[ ] City Clerk Approval. \_\_\_\_\_

CC: Dir. Dept. of Public Works

(Rev. 1.17.17)