

TEMPORARY STREET CLOSURE FOR NEIGHBORHOOD BLOCK PARTY (NBP) PERMIT APPLICATION PROCEDURES

A “neighborhood block party” is a one block closure in a residential neighborhood. The closure should not block or affect intersections or MUNI routes. It must be sponsored by a neighborhood organization or individual who lives on the block to be closed.

APPLICATION

To apply for a temporary street closing for a NBP, please submit the following:

1. Completed application form
2. Map drawing which shows local access and a 14 foot continuous emergency access lane (clear zone) from intersection to intersection.
3. Filing fee (the earlier the application date, the lower the fee)

We recommend that the application be submitted at least **60 days** in advance of the proposed event date. We require that you inform your neighbors of the proposal prior to the request coming to public hearing – this can be done through sending notices or having a petition signed by the residents. Even if the neighbor(s) do not participate or support the block party, most people will not object provided that they have local access and are notified.

ISCOTT - PUBLIC HEARING

The NBP application will be reviewed by the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) at a public hearing. To allow time for scheduling the request for an ISCOTT public hearing, the application package should be submitted **at least 2 weeks in advance of the ISCOTT hearing date.**

At the meeting, ISCOTT will evaluate the application, receive public comment (if any), and decide to approve or disapprove the request.

For a first time event, SFMTA staff will post public hearing notices on the affected block. First time applicants will be notified of the ISCOTT hearing date and should plan to attend the hearing to explain the request and answer any questions.

PERMIT

Upon approval of the application at the ISCOTT hearing, a permit will be mailed to the applicant. The applicant should carefully read the permit and comply with any requirements listed.

The applicant will be responsible for arranging for barricades through a private vendor. Barricades should be delivered as close to the event time as possible and must be picked up as soon as possible after the event has ended. When the street closure includes hours of darkness, the barricades are required to have flashing lights.