

## MEMORANDUM



**TO:** Horizon City Resident

**FROM:** Police Chief Michael McConnell

**RE:** Request for Block Party & Street Closing

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In 2011, The Horizon City Council decided that it would benefit our community if citizens could make a request for a block party permit via our web site. Accordingly, I have designed a form that can be downloaded and returned to the police department via US mail, email, or in person.

If you would like to have a block party and the party requires a closure of a city street, please fill out the attached form completely and return to:

Michael McConnell  
Horizon City, Chief of Police  
14999 Darrington Road  
Horizon City, TX 79928  
915-852-1047  
[chief@horizoncity.org](mailto:chief@horizoncity.org)

Our administrative office is open M-F from 7am to 10pm. You may hand deliver the block party application or mail it. Once we receive the completed application, we will drive to the street named in the application where we will confirm the details you have provided. We will then contact you to pick up the approved permit.

*Mike McConnell*

Michael McConnell

TOWN OF HORIZON CITY  
BLOCK PARTY PERMIT APPLICATION



Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_ Email Address (Optional) \_\_\_\_\_

Address: \_\_\_\_\_ Subdivision (if known): \_\_\_\_\_

Location for permit use (Street(s) to be closed): \_\_\_\_\_

Date(s) requested for permit use: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Person in Charge - Name and Address: \_\_\_\_\_

Telephone Number (must be manned during block party): \_\_\_\_\_

- Block parties shall be conducted only on low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used.
- All residents living on the street or block, for which the party is planned, request the Block party or have been contacted and do not object to the Block party.
- Must have definite start and end times.
- "Hard" barricades may be set up one hour prior to the event. Ribbon, tape, or traffic cone barricades may be used as an alternative. **An aisle shall be left in the street to permit passage of emergency vehicles or vehicles of residents.** All barricades must be removed immediately after event.
- There shall be no vehicle, table or other obstruction on the street or cul-de-sac.
- Dancing in the street is allowed as long as the stereo equipment is off the roadway.
- Party is subject to laws (i.e. loud music, disorderly conduct). If a complaint is received regarding minor violations, the Police Department will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disbanded and/or moved inside.
- Fire hydrants shall not be obstructed in any way. They shall not be decorated or disguised.
- Banners crossing the street must provide a minimum of 14 feet of clearance above the roadway for emergency vehicle access. The fire department may inspect the location and cause any violations to be corrected before party continues.
- **The possession and use of any fireworks, including sparklers, is prohibited in the Town of Horizon City. (Alcoholic beverages shall not be consumed on any public property, in particular, the street and sidewalk areas within the block party event.**
- Applicant(s) shall be responsible for the pick-up of trash and garbage within 4 hours of the end of the party.
- Block parties will be authorized by the Chief of Police or his designees. **All requests must be submitted at least ten (10) business days in advance. This time limitation may be waived at the discretion of the Chief of Police.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Person in Charge Signature \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT USE ONLY

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_

Chief of Police/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_