



Block Party Permit Application

Village of Gurnee Public Works Department

**Complete application and submit to the Village of Gurnee Public Works Department.
Applications must be submitted a MINIMUM of 5 business days before the event.**

TO BE COMPLETED BY THE APPLICANT:

Date of Party: ____/____/20__ Party Start Time: _____ Party End Time: _____

Name of Street(s) to be Closed: _____

Name of Intersecting Street(s) with Closed Street(s): _____

Do you want Fire and/or Police Department(s) to visit?
(See attached letters)

Fire Dept. Yes No

Police Dept. Yes No

Do you want a Safety Seat Check by the Police
Department? Yes No

For the Seat Check, anticipated number of children
(ages 0-8) at Block Party? _____

Do you need Sawhorses? Yes No

Map of Block Party Location
(Draw and label streets involved & location of sawhorses, or insert picture of map from an online site (i.e. Google Maps, Bing Maps, etc.)

Sawhorse Delivery & Pick-up Policy:

Sawhorses are provided free of charge and are delivered to your (Applicant) house, generally 1 day before party. For use during party, you must place sawhorses at desired street location. At completion of party, place sawhorses on street in front of your house. Pick-up is generally 1 day after party.

Applicant Name (contact person): _____

Address: _____ Subdivision Name (if applicable): _____

Phone Number: _____ Email: _____

How do you want to receive your approved permit? Via Email Pick-up at Public Works

I fully understand that this permit is valid only for the date, times and locations indicated above. I will immediately notify the Public Works Department of any changes to the approved permit information.

Applicant Signature (written or typed)

Office Use

Public Works Approval Date: _____

Date Received: _____

Routing (To/Date)

Fire _____

Police _____

