

THE CITY OF NEW YORK
BOROUGH OF BROOKLYN
COMMUNITY BOARD #7

Daniel A. Murphy
Chairperson

Jeremy Laufer
District Manager

Eric Adams
Borough President

February 25, 2014

Dear Constituents:


Now that the new year is here, once again many of you are planning your annual Block Party/Block Closing. Enclosed you will find Community Board #7's revised **Block Party/Block Closing Guidelines**.

This year Community Board #7 along with the Street Activity Permit Office and the 72nd Pct. have instituted new guidelines. Therefore, we ask that you please review the guidelines carefully.

Should you have any questions concerning the guidelines, please feel free to call our office at (718) 854-0003.

Sincerely,


Jeremy Laufer
District Manager


Maria M. Gonzalez
Assistant District Manager

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Serving Sunset Park, Greenwood and Windsor Terrace

BLOCK PARTY BLOCK CLOSING GUIDELINES

COMMUNITY BOARD #7 STIPULATIONS & CONDITIONS:

- 1) Community Board #7 reserves the right:
 - A) To issue conditional approval to any block party/block closing permit applications.
 - B) To oppose any block party/block closing request it believes is not in the best interest of the neighborhood.
- 2) In the event a block party/block closing is planned for a border street between two Community Board Districts, it is the responsibility of the sponsor to inform the other Community Board.
- 3) Community Board #7 will not approve an application that is requesting a block party/block closing permit on the same day as a block that is within a two (02) block radius and has traffic flowing in the same direction (i.e. if 42nd Street between 4th & 5th Avenues has a permit, 40th Street and 44th Street between 4th & 5th Avenues **CANNOT** be granted a permit for the same day.)
- 4) The sponsor must demonstrate that it has the support of the block and is willing to take full responsibility for the conduct of the event. **THE SPONSOR(S) MUST LIVE ON THE BLOCK WHICH THEY CHOSE TO CLOSE. SHOULD SOMEONE FROM A HOUSE OF WORSHIP/ORGANIZATION CHOSE TO CLOSE A BLOCK IN WHICH THE HOUSE OF WORSHIP/ORGANIZATION IS ON, AND THE SPONSOR(S) DOES NOT RESIDE ON THE BLOCK THEY ARE REQUIRED TO HAVE SOMEONE WHO RESIDES ON THE BLOCK CO-SPONSOR THE EVENT WITH THEM. THEY MUST BOTH COME TO OUR OFFICE IN ORDER TO FILL OUT ALL APPROPRIATE FORMS. THE SPONSOR FROM THE HOUSE OF WORSHIP/ORGANIZATION MUST ALSO SUBMIT A LETTER FROM THE HOUSE OF WORSHIP/ORGANIZATION ON THEIR LETTERHEAD DESCRIBING THE EVENT THEY WILL BE HOLDING (ALONG WITH THEIR PETITION). THE CO-SPONSOR MUST PROVIDE THE COMMUNITY BOARD WITH A VALID PICTURE I.D. TO PROVE THAT THEY ARE INFAC T A RESIDENT FROM THAT BLOCK.**

- 5) Sponsor(s) must submit a petition **PRIOR TO APPLYING FOR A PERMIT** containing the names, address, apartment numbers or floor of **51%** of the residents, and/or merchants for the block that will be utilized. **IF THERE IS A HOUSE OF WORSHIP ON THE BLOCK THAT WILL BE CLOSED, OUR OFFICE WILL REQUIRE THAT THE SPONSOR SUBMIT TO OUR OFFICE A LETTER FROM THE HOUSE OF WORSHIP ON THEIR LETTERHEAD, STATING THAT THE EVENT WILL NOT BE DISRUPTING OR DISTURBING ANY RELIGIOUS EVENTS/CELEBRATIONS. THE LETTER MUST BE SIGNED BY AN INDIVIDUAL IN CHARGE & MUST ALSO INCLUDE THEIR ADDRESS & TELEPHONE NUMBER.**
- 6) Community Board #7 will only accept **ONE (01)** signature per apartment. We cannot accept signatures from the entire household (i.e. husband, wife, children, etc.) The individual must be **18 YEARS OF AGE OR OLDER.** **(PLEASE HAVE THE RESIDENT PRINT THEIR NAME).**
- 7) Community Board #7 will **NOT** accept falsified nor duplication of signatures. **IF WE FIND THE SIGNATURES ARE WRITTEN BY ONE INDIVIDUAL WE WILL HAVE NO OTHER CHOICE BUT TO ELIMINATE THOSE SIGNATURES.**
- 8) The Community Board will verify with Community Board Members as to the legitimacy of the request, where possible.
- 9) The date and time of the block party/block closing must be either written or typed on top of the petition.
- 10) The Community Board will **NOT** reserve dates. Petitions will be approved on a first come basis.
- 11) A maximum of two (02) street activity permits will be permitted during the 2014 summer season (**June 01, 2014 – September 07, 2014.**)
- 12) Blocking of streets, with vehicles during the day of the block party/block closing is **NOT PERMITTED.** An applicant can close a block by using caution tape, reflection tape, cones, etc. The applicant is responsible for allowing enough space for emergency vehicles to get through in case of any emergency.
- 13) The sponsor(s) is responsible for cleaning the block that is being utilized as soon as the event is over.
- 14) ***Due to the many complaints that the Community Board Office received from residents concerning block parties/block closings, our office along***

with the Police Department will be scrutinizing all applications. If we find that the complaints are valid, there may be a possibility that your application may not be approved. If this is the case the applicant may appeal the decision at the Street Activity Permit Office. The address & phone number for the agency is on their web site. THE \$25.75 FEE IS NON REFUNDABLE.

72ND PRECINCT STIPULATIONS & CONDITIONS:

- 1) 72nd Pct. will **ONLY APPROVE ONE (01) BLOCK PARTY/BLOCK CLOSING ON THE SAME BUS ROUTE PER DAY.**
- 2) They will only approve *12 block parties/block closings per day.*
- 3) Anyone applying for two (02) block parties/block closings during the summer season will only get one (01) block closing approved for a Saturday. The sponsor **must** choose an alternate day besides a Saturday for their second block party/block closing.
- 4) 72nd Pct. will not approve block parties/block closings on avenues.
- 5) 72nd Pct. requires that **EVERY** applicant sign a form at the time they provide the Community Board with a petition. This form states that they will adhere to the rule of **NOT BLOCKING THE INTERSECTION WITH VEHICLES.** **FAILURE TO COMPLY MAY NEGATIVELY IMPACT THE BLOCKS ABILITY TO APPLY FOR BLOCK PARTY/BLOCK CLOSING IN THE FUTURE.**
- 6) 72nd will **NOT** be approving applications for the **MEMORIAL, 4TH OF JULY AND LABOR DAY WEEKENDS.**
- 7) If amplified sound is to be used, such as for a band or big speakers, a separate permit must be obtained from 72nd Pct. This permit must be obtained **no later than 5 days before the event, Monday – Friday 9:00 A.M. – 1:00 P.M.** The fee for this permit is \$45.00. The amplified sound permit is only valid until **8:00 P.M.**
- 8) No Parking Signs for the day of the block party/block closing are available at the 72nd Pct. No Parking Signs should be posted at least 2 days before the event in order to give the residents enough notice of the event and possible inconvenience.

STREET ACTIVITY PERMIT OFFICE STIPULATIONS & CONDITIONS:

- 1) Street Activity Permit Office no longer approves block parties/block closings on adjoining blocks on the same street for example: 43rd Street between 3rd & 4th Avenues and 43rd Street between 4th & 5th Avenues.
- 2) Street Activity Permit Office requires a minimum of **90 DAYS** from the time the Community Board receives the petition to the date of the event.
- 3) Street Activity Permit Office will only approve block parties/block closings for a **MAXIMUM OF NINE (09) HOURS.**
- 4) The street activity permit is valid only between the hours of 8:00 A.M. – 9:00 P.M. **ANYONE FOUND CLOSING THEIR BLOCK BEFORE 8:00 A.M., KEEPING IT CLOSED PAST 9:00 P.M., OR LONGER THAN THE REQUIRED MAXIMUM OF 9 HOURS THAT IS APPROVED WILL NOT BE ELIGIBLE FOR A BLOCK PARTY/BLOCK CLOSING THE FOLLOWING YEAR.**
- 5) **THE STREET ACITIVITY PERMIT OFFICE IS NO LONGER PROVIDING A RAIN DATE. THE APPLICANT WILL ONLY BE ALLOWED TO CLOSE THE BLOCK ON THE DATE REQUESTED, RAIN OR SHINE.**
- 6) **APPLICANTS ARE NO LONGER REQUIRED TO PROVIDE COMMUNITY BOARDS WITH A CERTIFIED CHECK/MONEY ORDER NOR THE FOUR STAMPS FOR THE PROCESSING OF THE APPLICATION. A PAYMENT OF \$25.75 PER APPLICATION WILL BE MADE ON THE STREET ACTIVITY PERMIT OFFICE WEB SITE WHICH WILL BE PROVIDED TO THE APPLICANT ONCE THE PETITION HAS BEEN APPROVED BY THE COMMUNITY BOARD.**
- 7) Anyone providing mounted or inflatable rides at their event is required to provide the Street Activity Permit Office with an original certification of insurance from the ride company.
- 8) **If you have not received your permit by the Wednesday before the event you MUST CALL THE STREET ACTIVITY PERMIT OFFICE AT (212) 788-7443 AND SPEAK WITH MS. MARIA NUNEZ, IN ORDER TO VERIFY IF YOUR APPLICATION HAS BEEN APPROVED. DO NOT CALL THE COMMUNITY BOARD OFFICE. ONCE THE COMMUNITY BOARD APPROVES THE PETITION/APPLICATION, THEIR PART IN THE PROCESSING OF THE APPLICATION IS COMPLETE.**

Community Board #7 will only consider and approve petitions/applications for street activities submitted in the manner prescribed above.

All block parties/block closings within Community Board #7 must be operated safely, legally and have the approvals from appropriate City Agencies. The guidelines numerated herein are those set by Community Board #7, 72nd Pct. and the Street Activity Permit Office and are supplemental to the City's Procedure. Community Board #7 expects sponsors to comply with all laws and regulations pertaining to block parties/block closings.

PLEASE NOTE THAT THE DIRECTOR OF THE OFFICE OF THE MAYOR STREET ACTIVITY PERMIT OFFICE HAS THE ULTIMATE AUTHORIZATION TO DENY OR APPROVE A PROPOSED BLOCK PARTY/BLOCK CLOSING.

Revised 02/25/14

