



# STREET CLOSURE REQUEST FORM

REQUESTER INFORMATION			
<b>NAME</b>	First	Last	
<b>ADDRESS</b>			
<b>PHONE NUMBER</b>	<input type="checkbox"/> Cell <input type="checkbox"/> Landline		
<b>EMAIL ADDRESS</b>			
EVENT INFORMATION			
<b>PARTY DATE</b>			
<b>RAIN DATE (IF ANY)</b>			
<b>START &amp; END TIME (INCLUDING SET UP/CLEAN UP)</b>	Start	End	
<b>EVENT LOCATION (BLOCK)</b>			
<b>INTERSECTING STREETS</b>			
<b>EVENT PARKING PLAN:</b>			

<i>I have reviewed the Township of Verona's Ordinance No. 2023-04 in its entirety and further hereby certify that all the information contained herein is true and accurate by signing below:</i>	
<b>APPLICANT SIGNATURE</b>	
<b>APPLICANT NAME - PRINT</b>	

- Completed applications shall be submitted no less than 14 calendar days before event
- Applicant must be a resident on the street requested for closure
- The application shall be accompanied by a fee of \$35, payable to the Township of Verona (check or money order only)
- The Municipal Clerk shall issue or deny the permit within 7 calendar days of receipt of completed application
- The applicant must have a plan to control event parking
- Parking must not create a hazard near the block party site
- No fixed barriers or any other items may be placed in the street that would block access to, or prohibit the immediate passage of emergency vehicles, except those provided by the Verona Police Department
- A permit will not be issued for hours before 9:00 a.m. or after 10:00 p.m.
- The applicant(s) shall be responsible for the removal of litter, debris and other materials from the street caused by the party and failure to do so shall be deemed a violation
- No more than (2) permits shall be granted in any calendar year for the same block or blocks
- Any person who violates any of the provisions shall be subject to penalties

FOR MUNICIPAL USE ONLY:

Date Received: \_\_\_\_\_

Payment Information: \_\_\_\_\_

To Police Chief: \_\_\_\_\_ Police Chief Approval YES  DENIED  \_\_\_\_\_  
*Signature*

COMMENTS: \_\_\_\_\_

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