



## City of Moreno Valley

Public Works Department  
Land Development Division  
P. O. BOX 88005

MORENO VALLEY, CA 92552-0805

Phone: (951) 413-3120

Fax: (951) 413-3158

### BLOCK PARTY - APPLICANT INSTRUCTIONS

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A request for a block party permit is processed as a temporary street closure. The applicant shall submit a request in writing to Land Development. The request shall include the applicant's name, address, and phone number, the date and hours of the closure, a petition showing signatures from each resident of the affected area, and a sketch showing the limits of closure.

The letter, petition, and sketch are submitted to Land Development. Land Development will then forward a request to Public Works, Transportation Division to review the street closure request. **All applications shall be submitted a minimum of two weeks in advance of the date requested.**

1. If the request for the temporary street closure is NOT approved, Transportation will issue a letter to the applicant, with a copy to Land Development, OR
2. If the request for a temporary street closure is approved, Transportation will issue a letter to the applicant, with copies to the City Manager, City Council, Police Department, Fire Department, and Land Development.

Upon receipt of an approval letter, Land Development will contact the applicant. The applicant is requested to come to City Hall, Land Development, to sign and receive the Temporary Street Closure Permit for the block party.

The permit processing fee is \$82 (per fiscal year 2008/09 fee schedule) payable at time of issuance of permit.