

The District of Columbia Neighborhood Block Party Permit Guide

The District Department of Transportation (DDOT)'s mission is to develop and maintain a cohesive, sustainable transportation system that delivers safe, affordable, and convenient ways to move people and goods, while protecting and enhancing the natural, environmental and cultural resources of the District.

DDOT's Public Space Regulation Division (PSRD) provides the highest level of customer service while issuing public space permits, and enforcing the District laws and regulations governing occupancy of public space. The occupancy of public space and the maintenance of public safety is a top priority when processing and reviewing the "Neighborhood Block Party" applications.

Planning is Key

Plan to submit your application via the Transportation Online Permitting System (TOPS) for a block party 30 days before your scheduled event. This period will allow a complete and full vetting of your application and ensure you will have a successful block party.

Criteria

The following conditions govern street closures for Neighborhood Block Parties:

1. Applicant must be an adult resident (21 years or older) of the block being closed.
2. Area must not exceed two intersecting streets (i.e., must be limited to one block).
3. The street must be cleaned and reopened no later than 10 p.m.
4. Applicant must obtain consent from 51 percent of households on the block.
5. Vending is prohibited. No sales, fees, or donations shall be solicited or accepted at the event.
6. No sale or consumption of alcoholic beverages are allowed.
7. Accessibility for emergency equipment via an unobstructed 20-foot emergency access lane must be maintained at all times.
8. Posting of the street closures and No Parking signs must be completed no less than 72 hours prior to the date of the event.
9. Block parties should never be held directly in front of an alley nor in an alleyway.

How to Apply for a Block Party Permit

DDOT has streamlined the Neighborhood Block Party process. Applicants can apply for a permit through TOPS at www.tops.ddot.dc.gov.



Required Documents:

1. Online application submitted through TOPS
2. Upload the following:
 - a. Traffic Control Plan
 - b. Copy of completed petition, signed and dated by the applicant
 - c. Copy of applicant's driver's license
 - d. Certificate of Insurance for rides, mechanical games, moon bounces, or mechanical equipment

Frequently Asked Questions

May I use signatures by residents from surrounding blocks?

No, all signatures must be from residents on the affected party block—the block listed in your application.

Who is responsible for closing road way access of the block?

The applicant is responsible for using personal vehicles to secure and safely close off the block party location.

What is a Traffic Control Plan?

The Traffic Control Plan (TCP) addresses traffic safety and control for any traffic obstruction in the District right of way. It shows modifications in the roadway that affect vehicular, bicycle and pedestrian traffic patterns and shows the safe alternatives and efficient movement of traffic during these changes.

How many blocks can be included for a block party?

One block is the maximum allowed space for block party usage.

Who should I contact with questions and application updates, and other concerns pertaining to block parties?

You can contact Civil Engineer Technician/Special Events Coordinator Marquita Smith via email/phone at Marquita.Smith3@dc.gov / (202) 442-4670.

Block parties can be great fun and an excellent way to promote neighborliness. In planning your block party activities, remember to make provisions to recycle all of the materials that are normally collected by the city. Therefore, when it is time to clean up, you can remind participants and organizers of your event to set aside recyclables and properly bagged trash until their regularly scheduled recycling/trash collection day.

For general questions, please contact PSRD's Customer Relations Division at (202) 442-4670 or visit the website at <https://ddot.dc.gov/page/neighborhood-block-parties>

