

City Hall
505 Walnut St Ste 1
Monticello, MN 55362
(763) 295-2711



Public Works
909 Golf Course Rd
Monticello, MN 55362
(763) 295-3170

PERMIT # _____

RETURN COMPLETED APPLICATION TO:
PUBLIC WORKS DEPARTMENT
FAX : 763-271-3272 OR EMAIL : public.works@MonticelloMN.gov

NEIGHBORHOOD BLOCK PARTY PERMIT APPLICATION

INSTRUCTIONS: *Please type or print legibly all requested information. Incomplete applications will not be accepted. Completed applications must be received by the Public Works Department at least 2 weeks but not more than 60 days prior to the event for processing and approval. You will be notified of the status of your application by email (preferred) or mail.*

Date of application: _____

The following application is herewith submitted to the City of Monticello as a request to hold a neighborhood block party on public right of way.

APPLICANT INFORMATION:

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

EVENT INFORMATION:

Event: _____

Contact Number: _____

Contact Email: _____

Total number of houses on the block (included in the block party area) affected: _____

Specific location of the block party (clearly identify what portion of the street that is to be barricaded) and provide a site plan drawing of the proposed block party area.

_____ between _____ and _____
(street) (cross street) (cross street)

Date of Event: _____ Time (from) _____ (to) _____

NEIGHBORHOOD BLOCK PARTIES ARE NOT APPROVED BEYOND 10:00PM (limit of 8 hours max.)

Additional Comments:

PERMISSION IS HEREBY GRANTED

To carry out the event specified in this permit on the above described property, subject to all rules and regulations and provisions of the City Code of Ordinances, all other applicable rules, regulations and provisions of law enacted and promulgated by municipal, state and/or federal authority, and may be revoked upon violation of any of the stipulations.

PENALTY FOR VIOLATION OF ANY OF THE CITY CODE OF ORDINANCES MAY BE A PETTY MISDEMEANOR OR A MISDEMEANOR.

- Notification of everyone on the block that is to be closed is required. (*Neighborhood Block Party Checklist Form must be completed and turned in after the application has been approved.*)
- Neighborhood Block parties shall be restricted to the residents of the affected block and their invited guests.
- The Public Works Department shall cause barricades to be placed **at the block ends designated**, which shall be removed from the street no later than 10:00pm. Barricades shall be placed in such a manner that emergency vehicles may drive around them. In any event, a lane of at least 10 feet in width shall be free of structures or equipment and shall run in a straight line through the barricaded area.
- The applicant shall be responsible for cleaning up the street right of way after the party and such clean up shall be completed 1 hour after the event. The applicant shall be responsible for any damages to the street and/or right of way.
- No loud speaker system shall be used which is audible beyond the block designated for the party. Residents and guests shall be in compliance with public peace statutes and ordinances.
- All activities of the block party will be conducted on a low volume residential street, dead end street or cul-de-sac and no thoroughfare or collector street will be utilized for such activities. Larger activities will be referred to the Community Development department and brought to council for approval.
- If alcoholic beverages are dispensed, sponsors may be subject to Dram Shop Liability as well as criminal penalties if under-aged persons are consuming or possessing such beverages. Sale of liquor or beer is not allowed. Alcohol is prohibited from City streets or public right of ways.
- The applicant(s) agree(s) to indemnify and hold harmless the City of Monticello, its agents and employees from any and all claims, demands, actions or cause of action of whatsoever nature or character arising out of or reason of, the conduct of the block party in any respect, including, but not limited to costs, attorney’s fees, expenses, etc, incurred in connections with the defense or settlement of any claims of injuries or damage resulting from or connected with the block party.
- Please refer to Neighborhood Block Party ordinance for further information.

I/We hereby state that I/We will agree to abide by the provisions contained in this application:

Signed: _____ Printed Name: _____



OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

TITLE: _____

Notified Wright County Sheriff: _____
(date)

PERMIT #: _____

Notified Monticello Fire Chief: _____
(date)

Notified C.H. Front Desk _____
(date)