



APPLICATION TO CLOSE CITY STREET  
FOR A NEIGHBORHOOD EVENT  
CITY OF ALEXANDRIA  
TRANSPORTATION & ENVIRONMENTAL SERVICES  
301 KING STREET, ROOM 4130  
ALEXANDRIA, VA 22314  
703.746.4035 (office); 703.838.6438 (fax)  
alexandriava.gov

Applicant Name (Please Print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Daytime Phone Number: \_\_\_\_\_; Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street to be Closed: \_\_\_\_\_  
(Provide block description: example: 300 block of King St. from Fairfax St. to Royal St.)

Will Materials Be Placed On The Street? (Tables, Chairs, Tents, etc.):  Yes;  No

If Yes, What Will Be Placed On The Street: \_\_\_\_\_

Do You Need To Have Parking Spaces Reserved?  Yes;  No If Yes, How Many Spaces? \_\_\_\_\_

Reason to Close Street:

- Neighborhood Block Party
- Event (Other than Neighborhood Block Party):  
Describe the Event: \_\_\_\_\_  
\_\_\_\_\_
- Close Public Alley for Event (Describe the Event): \_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Persons in Attendance: \_\_\_\_\_

Will There Be Amplified Music or Loud Noise: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Street Closure: (Begin Time): \_\_\_\_\_ (End Time): \_\_\_\_\_

Please Check All That Apply:

- The owner, or primary resident, at each address in the block to be closed, has been contacted and agrees to the closing of the block, as indicated by their signature on the attached petition.
- It is agreed by the residents of the block to be closed, that alcohol will not be present at this event.
- Alcoholic beverages will be present at this event, and the general liability insurance is provided, together with a copy of the ABC license. After this application is approved, T&ES staff will call the ABC office and inform them that a street closure permit will be issued after issuance of the required ABC license.

PLEASE READ ALL INFORMATION PROVIDED WITH THIS APPLICATION PRIOR TO SIGNING.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Additional Information Pertaining to Street Closures for Neighborhood Block Parties and Neighborhood Events:**

**NOTE: SOME EVENTS WILL REQUIRE APPROVAL FROM THE SPECIAL EVENTS COMMITTEE. YOU MUST SUBMIT A SPECIAL EVENTS APPLICATION TO THE SPECIAL EVENTS DIRECTOR AT THE LEE CENTER, 1108 JEFFERSON STREET, A MINIMUM OF 30 DAYS PRIOR TO THE EVENT. THE PHONE NUMBER FOR THE SPECIAL EVENTS DIRECTOR IS 703.746.5419.**

**YOU MAY CALL THE TES PERMIT OFFICE AT 703.746.4035 TO DETERMINE IF YOUR EVENT WILL REQUIRE SPECIAL EVENTS APPROVAL. IF SPECIAL EVENTS APPROVAL IS NOT REQUIRED, PLEASE SUBMIT THIS APPLICATION TO THE TES PERMIT OFFICE AT CITY HALL, 301 KING STREET, ROOM 4130, ALEXANDRIA, VA. YOU MAY ALSO SUBMIT THIS APPLICATION FROM OUR WEB SITE AT <http://alexandriava.gov/tes/info/default.aspx?id=3456>, OR YOU MAY FAX THE APPLICATION TO 703.838.6438.**

**AFTER YOUR EVENT IS APPROVED BY THE SPECIAL EVENTS COMMITTEE, YOU ARE REQUIRED TO CONTACT THE APPROPRIATE CITY OFFICES TO OBTAIN ALL REQUIRED PERMITS.**

**PLEASE BE ADVISED THAT CLOSING OF ARTERIAL OR COLLECTOR STREETS IS NOT PERMITTED. APPLICATIONS FOR CLOSING A LOCAL STREET MUST BE SUBMITTED TO THE TES PERMIT OFFICE A MINIMUM OF FIVE (5) BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT.**

**There shall be no intersecting streets within the block to be closed, or no more than one "T" intersecting street, alley, or right-of-way.**

**During the event, access into or out of the block will be available to emergency vehicles only. ALL ACTIVITY GRANTED BY THIS PERMIT MUST BE CONTAINED WITHIN THE CLOSED BLOCK.**

**Folding plastic or wood-metal barricades (type II), 2 feet wide, 3 feet high, must be placed at each end of the block and at the "T" street, alley or right-of-way opening into the block, no more than 5 feet apart.**

**If the street is to be closed beyond sundown, flashing lights must be placed on the barricades.**

**The applicant is responsible for obtaining and placing barricades.**

**An Alexandria Police Officer, or a Transportation and Environmental Services Departmental Inspector, will inspect the barricade placement one hour prior to the event. If the barricades are not properly in place at that time, the permit may be revoked and the block may not be closed.**

**A petition, signed by each property owner or primary resident/business in the block, showing their agreement to close the block, must be submitted with the application.**

**The petition, signed by each property owner or primary resident/business in the block, must specify whether or not sound and/or music amplification will be utilized.**

**A certificate of insurance for general liability in the amount of \$1,000,000.00\* must be submitted prior to the permit being issued.**

**\* Waiver Provision – a waiver of the insurance requirement will be granted only if alcohol will not be present.**

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\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

**Event Requires Review By The Special Events Committee:  Yes;  No.**

**Date Event Approved By The Special Events Committee: \_\_\_\_\_**