



FLYERS, BANNERS,
OR SANDWICH
BOARDS AVAILABLE
FOR YOUR EVENT

**BLOCK
PARTY**

HAVE A FIRE TRUCK
OR POLICE OFFICER
VISIT

**IN YOUR
NEIGHBORHOOD**
JUNE 1-OCTOBER 1
Have fun!
Meet your neighbors
Eat great food
Share a hobby

**CLOSE YOUR
STREET!**

ROAD CLOSURE
BARRICADES REIMBURSED
UP TO \$50.
PERMIT FEES WAIVED

**NEIGHBORHOOD
SERVICE PROJECTS**
Choose a local charity
Questions? Contact Carol Ross,
Neighborhood Outreach
425-452-7917 or cross@bellevuewa.gov

Neighborhood **Block Parties**



June is kickoff for Neighbor Link parties and celebrations and community service in **YOUR neighborhood!** There are many reasons to gather, but from those Bellevue residents that have been doing this for some time, the reason is to simply have FUN! Let us help you with your planning to reconnect with long-time and your newest neighbors.

Through our Neighbor Link Program which runs June 1–October 1 we offer the following help in planning for neighborhoods that register their event:

- **Publicize the event** with Colorful Flyers, a Banner or Sandwich Board graphics
- We encourage **Community Service** for our Bellevue neighbors and kids in need such as a food drive for Hopelink – End Summer Hunger, or your charity of choice. Other ideas may be to plan an event to help a neighbor in need, or help with stewardship in Bellevue Parks.
- **Fun for children**, we'll help with the contacts to have a police or firemen/fire truck visit provided availability
- **Close Your Street** with a city permit and approved road barricades and receive reimbursement up to \$50

Neighbor Link will provide resources for one (1) Party per neighborhood during June 1–Oct. 1. Planning 3 to 4 weeks before the event date is recommended. If you would like to close your street, plan for 6 weeks.

- We provide colorful formats designed by our graphics team, to promote your party. We will print up to 500 flyers, and/or electronic PDF for distribution to publicize the event.
- Neighborhood groups submitting their own graphics must submit a ready to print PDF
- 1 grommated Banner (3'x6') OR up to 2 Loanable sandwich-board signs (Includes four, 23" x 23" posters – for front and back)

Overview Getting Started:

- Fill out the electronic Party Planning form found on the city website. Your information will be received by Neighborhood Outreach.
- Talk to Neighborhood Outreach if you plan to submit any requests for permits. Examples are Right-of-way to close a street or Amplified Sound if you are planning for music and entertainment. Be sure to provide lead time of 3 weeks for our technicians to process your request; when you receive your permit number forward to Neighborhood Outreach
- When the permit is approved, you will be sent an electronic notification from MyBuildingPermit.com. During your event you should have available the following documentation: detailed "Final Set" (includes block party conditions, diagram of closure, Transportation Right-of-Way Approval) and the Permit and Inspection Record that highlights the Job Address and Permit Number.
- Complete/Update your Graphics request with any final information for review and confirmation; keep wording brief and simple. The three choices are Block Party, 4th of July, and National Night Out
- If you are planning your party in a Neighborhood Park, please go to website <https://bellevuewa.gov/city-government/departments/parks/rentals/outdoor-rentals> for information/requirements for rentals and scheduling
- Schedule Police or Fire, see resource web page
- Following your party, submit receipts for \$50.00 reimbursement of Type III barricades

Neighborhood **Block Parties**



Community Liaisons and your Neighborhood Gathering



Police

To Schedule Police:

meeghanblack@bellevuewa.gov

Due to special events and staffing shortages, the Bellevue Police will have limited resources for Block Parties and community events this summer. They will do their best to attend as many events as staffing allows. Please get your requests in as soon as possible so that arrangements can be made ahead of time. Thank you for your understanding.



Fire

To schedule Fire Trucks go to my Bellevue:

Go to My Bellevue Customer Requests, or:

<https://www.bellevuewa.gov/city-government/departments/civic-services/mybellevue/customer-assistance/>

scroll down to Fire Department, Request Fire for Community Event



Neighborhood **Block Parties**



Block Party Materials

Flyer



A-board



Banner



July 4th Celebration Materials

Flyer



A-board

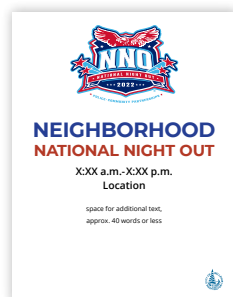


Banner



National Night Out Materials

Flyer



A-board



Banner



Use Flyers to communicate the location, date and what to bring to the party;
Use the welcoming banner to display at the party location to set the tone for the event.

Neighborhood **Block Parties**



Block Party Planning

Neighborhood Block Parties & Safely Closing Your Street



Increase the number of residents participating in your neighborhood block parties by closing your street to traffic. The city will cover the cost of your permit and provide reimbursement up to \$50 for the cost of approved Type III barricades with road closed signs. In closing a street for a neighborhood gathering, you are bringing the party directly to residents who may not otherwise participate. Think of the seniors in your neighborhood who may not wish to leave their homes or have trouble

traveling. Having your home nearby is convenient for access to kitchens, bathrooms, etc. Children have an opportunity to play games in the street, ride their bikes, and visit with their friends. The process for street closure begins by getting permission to have the party, which allows you to introduce yourself to neighbors. Anticipation and planning the event generates buzz and excitement with neighbors asking, "how can I help?"

Neighborhood Block Parties



Neighbor Link will:

- Walk you through the electronic permitting process for a safe street closure with guidance from the Transportation Department.
- Neighborhood Outreach will work with the resident and the Transportation Department. In accordance with the City's noise ordinance, permits involving activities going beyond 8 p.m. Sunday-Thursday and 10 p.m. Friday-Saturday, will not be issued.
- The city will issue one right-of-way permit per neighborhood free of charge
- Provide reimbursement for up to \$50 toward the cost of approved Type III barriers with paid receipts

Electronic Permitting to Close Your Street

Neighborhood block party organizers who wish to close a street can submit one unique request per street location during the block party season, June 1-Oct. 1 through My Building Permit, <https://mybuildingpermit.com>. The permit fee will be waived.

Permitting/Transportation Right-of-Way will review your materials and deliver your permit electronically to your email account. Allow 30 business days from your planned event for your request to be processed. The organizer is responsible for obtaining the recommended number and type of safety barricade. There should be continuous traffic flow around the street closure without anyone having to make a U-Turn. Please note that major arterials cannot be closed. Please note that there are restrictions on the types of arterials that can be closed.

CONTACT PHONE NUMBERS

Permit center phone number: 425-452-4898 (for help with MyBuildingPermit system)

Right of way division phone number: 425-452-4189 (for review of closure request)

Step 1: Gather your materials

- ✓ Residents collect approval signatures from neighbors to close the street
- ✓ A map of the street you wish to close (can be a Google or Bing Map; save in PDF form)

Tip: Please contact Right-of-Way or Neighborhood Outreach for guidelines on how to safely

close your street. Once you have determined and mapped your safe closure, Neighborhood Outreach will provide a form/petition to gather resident signatures/addresses. You must obtain email or paper signature approval, from 80% of the interested parties who have access points (roads or driveways) that may touch the street being closed. These signatures will be part of your application and must be uploaded as part of your permit documentation.

Name Neighborhood Block Party				
Date:				
Location :				
Street Closure Time: Example: from 2-6 pm				
I understand that I will have no vehicle access (except emergency) to my street during these hours				
Name	Address	Phone#	Signature	Email

Neighborhood Block Parties



Step 2: Residents Set-up your permitting account and submit your request

To fill out the Right of Way application or the Amplified Sound application, go to <https://mybuildingpermit.com/>. Click "Apply for Permit" and "Register Now" (if you do not already have an account).

- User registration: property owner

- Fill out with your information and press "Submit Registration"
- Jurisdiction: Bellevue
- Application Type: Right of Way
- Project Type: Single Family Residential
- Activity Type: Street Use
- Scope: Block Parties

Neighborhood **Block Parties**



Right of Way Application Required Documents/Supplementals (See Step 1):

- City approved road closure map in PDF format
- Neighborhood agreement petition
- City of Bellevue staff contact: Neighborhood Outreach

AMPLIFIED SOUND APPLICATION:

Planning for a band or outside entertainment? You will need to complete an amplified sound application. The sound permit fee is not waived.

Pathway to sound from mybuildingpermit.com:

- **Jurisdiction:** Bellevue
- **Application type:** Land Use
- **Project type:** Nonresidential or Multifamily Residential or Single Family Residential
- **Activity type:** Deviations, Modifications, Variances or Waivers
- **Scope of work:** Noise
- Select "there is amplified outdoor sound"

Amplified Sound Form – See form example for required fields and permit conditions


- Site plan (google map screenshot)
- City of Bellevue staff contact

Step 3: Order Your Barricades

RESIDENTS ORDER BARRICADES

- **National Barricade LLC:** 206-523-4045
- **Traffic Control Services:** 425-658-3655
- **NW Barricade and Signs** 206-243-8004
- Order approved number of Type III barricades (68x30), with Road Closed sign (48 x 30)
- Cost for 2 barricades: rental, delivery, and tax, is approximately \$75-\$125
- (With paid receipt, the organizer will receive up to \$50 reimbursement by Neighborhood Outreach).

Step 4: Following your Event, Submit Your Paid Receipts for up to \$50 Reimbursement

 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-7917(voice) or email cross@bellevuewa.gov. For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov. If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.