

PROCEDURES FOR BLOCK PARTY STREET CLOSURE REQUESTS

The Neighborhood Block Party Program was created to provide residents with a way to build relationships with their neighbors. Residents submitting a request for a block party or street closure are encouraged to become familiar with the procedures provided in the Village of North Baltimore Block Party Request Form. Receiving this request allows the Village to inform the appropriate emergency services providers of the closure. There is no Village fee associated with the request.

1. The Village needs to be notified by mail or fax at least two weeks prior to the date of the requested street closure. Requests by mail need to be sent to:

Village of North Baltimore
Attn: Kathy J. Healy
205 N. Main St.
North Baltimore, Ohio 45872

or Fax to Village Administrator at (419) 257-2457 Attn: Kathy J. Healy

2. The request needs to include the following information:
 - State the purpose of the street closure.
 - The location of where the event will be held and points of requested closure.
 - Include a map or sketch of the area to be closed off.
 - Date and times when the event/closure will take place.
 - Fire Protection District where the event will take place.
 - Acknowledgement that affected neighbors have been notified of the closure.
 - E-mail address (if available) for quicker response.
3. It will take a couple of weeks to hear back from the Village whether the request has been approved or not. If approved, copies of the approval will be sent to the Fire Protection District and the Police and Emergency Medical Response Office.
4. The Citizen requesting the closure will be notified by phone, mail, and/or e-mail (if provided).
5. The Citizen requesting the street closure must arrange for the erection and tear down of the barricades. The citizen hosting the block party will inform the Village when the barricades can be picked up.

If there are any questions, please call the Village of North Baltimore at (419) 257-2394.