How to Apply for a Permit

Neighborhood Block Parties

Austin Department of Transportation

Office of Special Events

TRANSPORTATION

STEP 1

Find the how to & links to the needed documents on our page.

www.austintexas.gov/department/neighborhood-block-parties

Documents needed:

1) ***Sign-off sheet*** - your neighbors' signatures being notified of the street closure.

2) ***Street Closure Diagram*** - Includes the street names and shows the barricade set up.

*Make sure you sign the bottom!

Step 2 – You'll need to gather the following documents befo

- **Resident Notifications/Sign-Offs** - 100% of the block 60% signature approval of the residents.
  Download the resident sign-off form.
  Español | **Tiếng Việt** | **العربية** | **한국어** | **繁體中文** | **Fra**
  - If your block includes a school or place of worship, required in addition to the 60% resident approval.
    Download the school/place of worship form.
    Español | **Tiếng Việt** | **العربية** | **한국어** | **繁體中文** |
  - The other 40% of residents may be notified by email, flyer, postcard, door hanger, or yard sign.
- **Street Closure Diagram** - A diagram of your block which shows barricade placement and items you wish to place on the street. Download and complete the template that matches your area:
  - **street block**
    Español | **Tiếng Việt** | **العربية** | **한국어** | **繁體中文** | **Français** | **हिंदी**
  - **cul-de-sac**
    Español | **Tiếng Việt** | **العربية** | **한국어** | **繁體中文** | **Français** | **हिंदी**

Neighborhood Block Parties | AustinTexas.gov https://www.austintexas.gov/sites/default/files/files/CityStage/Transportation/NBP_SIGNOFF_Residents_2022.pdf

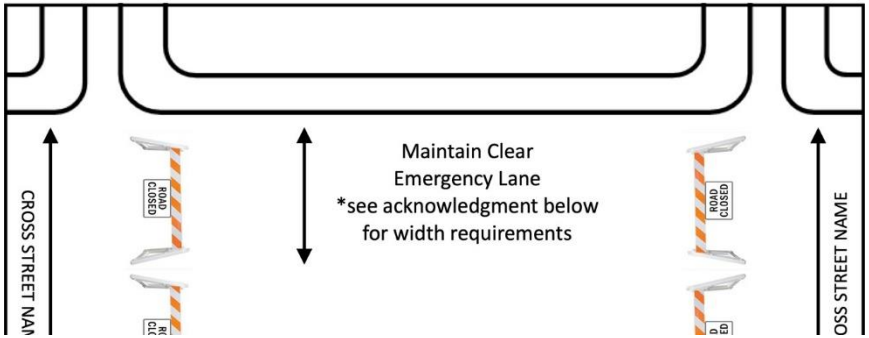
CITY OF AUSTIN
PROPOSED NEIGHBORHOOD BLOCK PARTY PERMIT
NOTIFICATION AND SIGNOFF REQUEST

The City of Austin requires under section **§14-8-33 Neighborhood Block Party Requirements**, that the applicant must submit proof the owners/occupants of all properties impacted have been notified of the neighborhood block party closure. The notification must indicate, by signature, whether the property owner/occupant approves or disapproves of the proposed closure. Approval from 60% of properties adjacent to the area sought to be closed is required.

Organizer Name		**Street Name**			
Cross Street 1		**Cross Street 2**			
Event Date		**Start Time**		**End Time**	

Resident Name (Printed)	Address	Phone #	Do you approve of the closure? (circle one)	Resident Signature
			YES / NO	
			YES / NO	
			YES / NO	
			YES / NO	

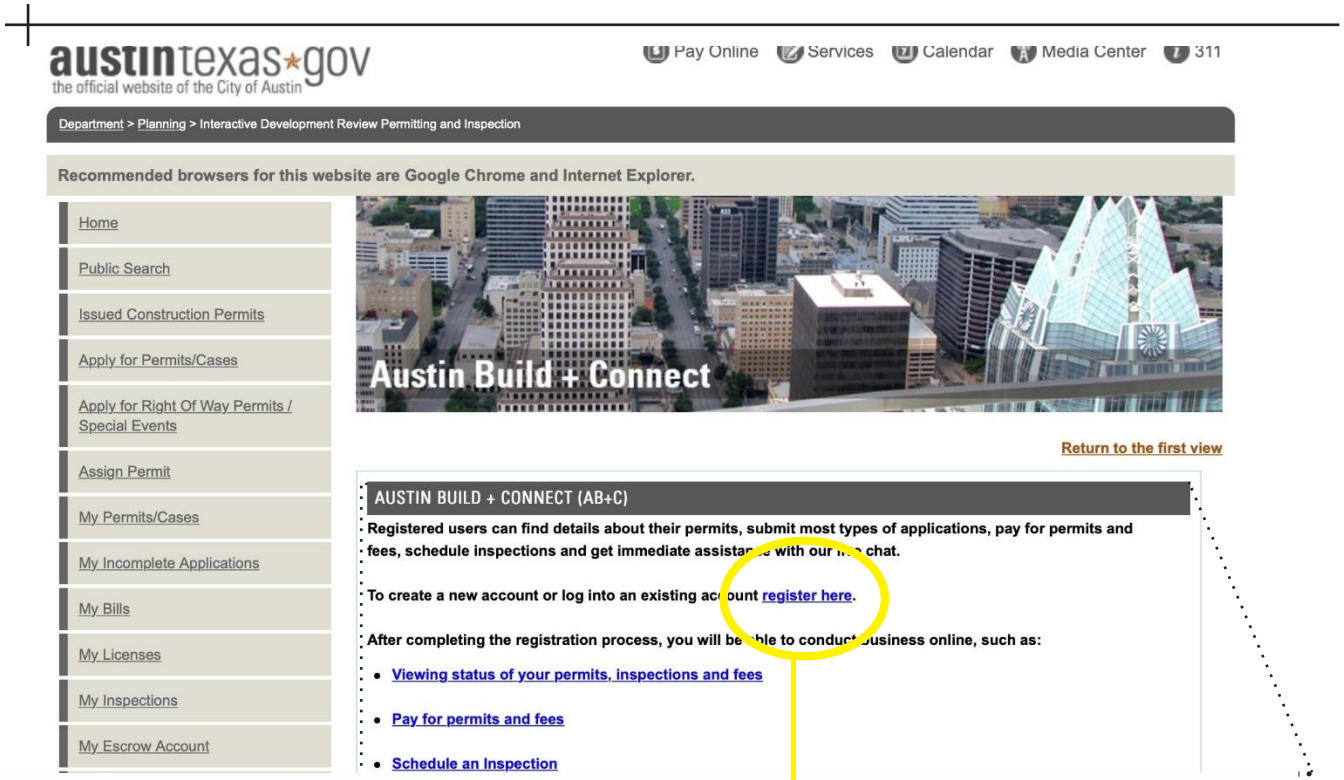
CITY OF AUSTIN
STREET SITE MAP
INDEMNIFICATION AND ACKNOWLEDGMENT

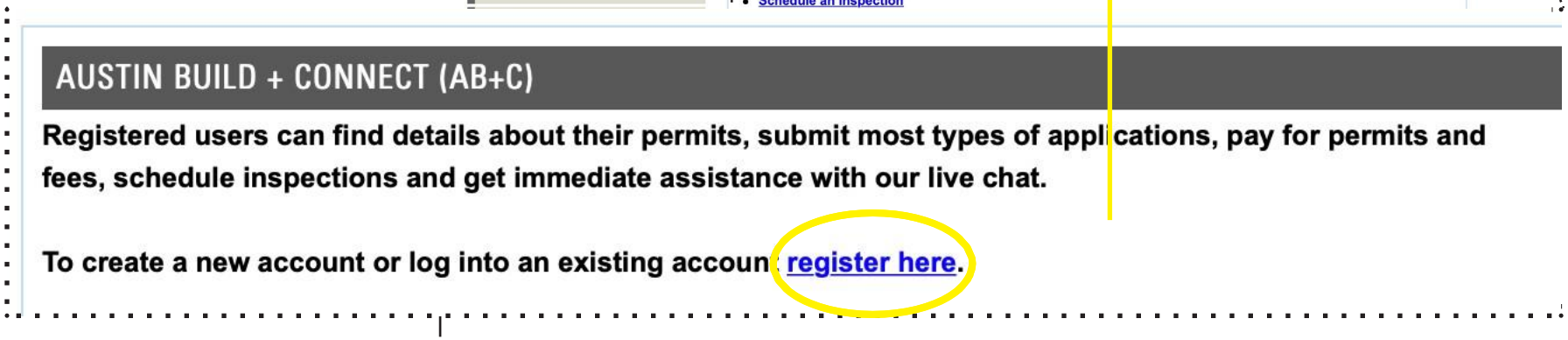


STEP 3

Austin Build + Connect Portal: Applying for your permit. Here you will need to log in, or register for the first time.

Go to:
abc.austintexas.gov
Click on the link in blue "*register here*".

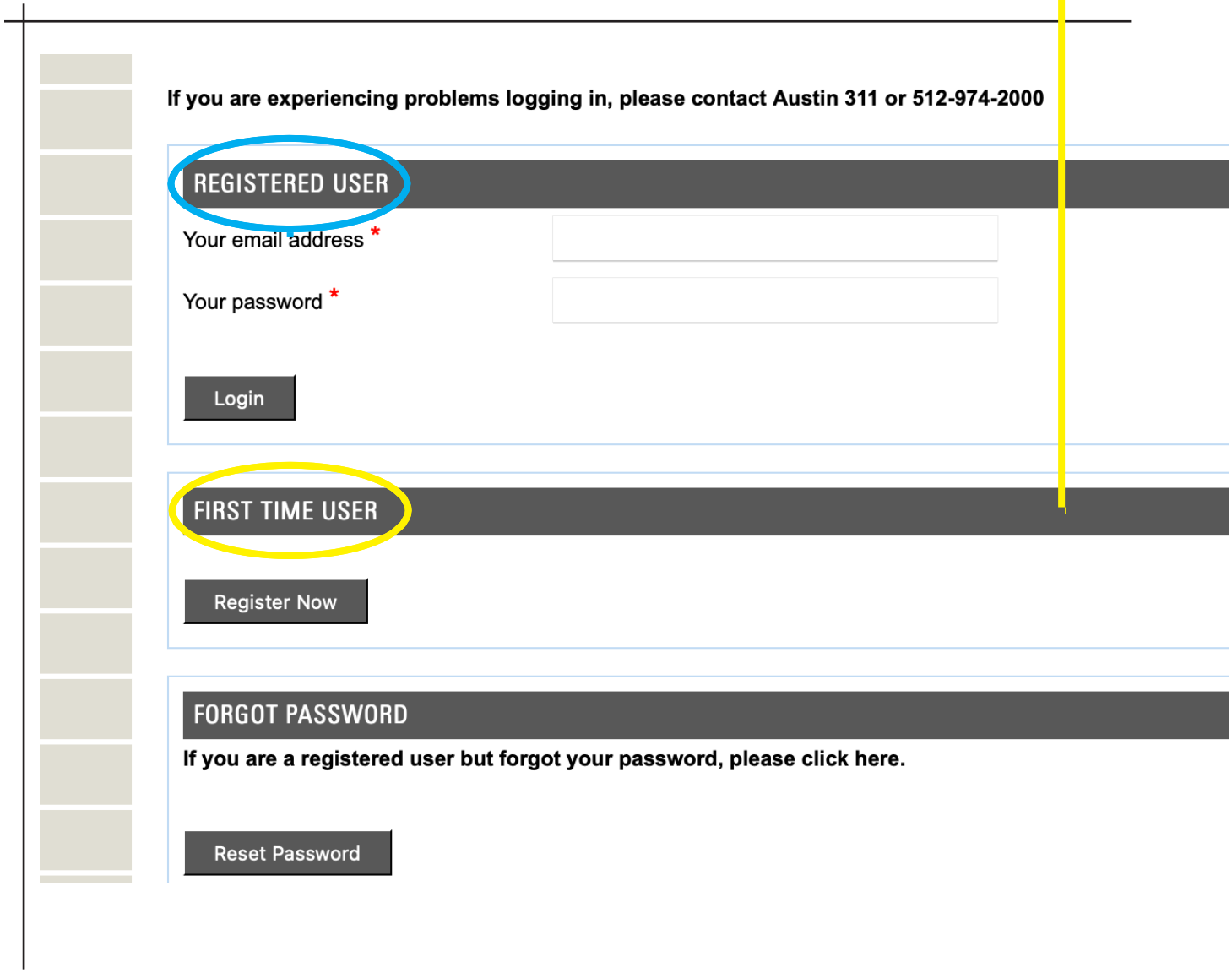




STEP 4

Log in or create an account. Once you register for the first time, you will need to *verify your email* with the confirmation email we send you.

After you have created an account and confirmed your email, you are registered and will log in under "Registered User"



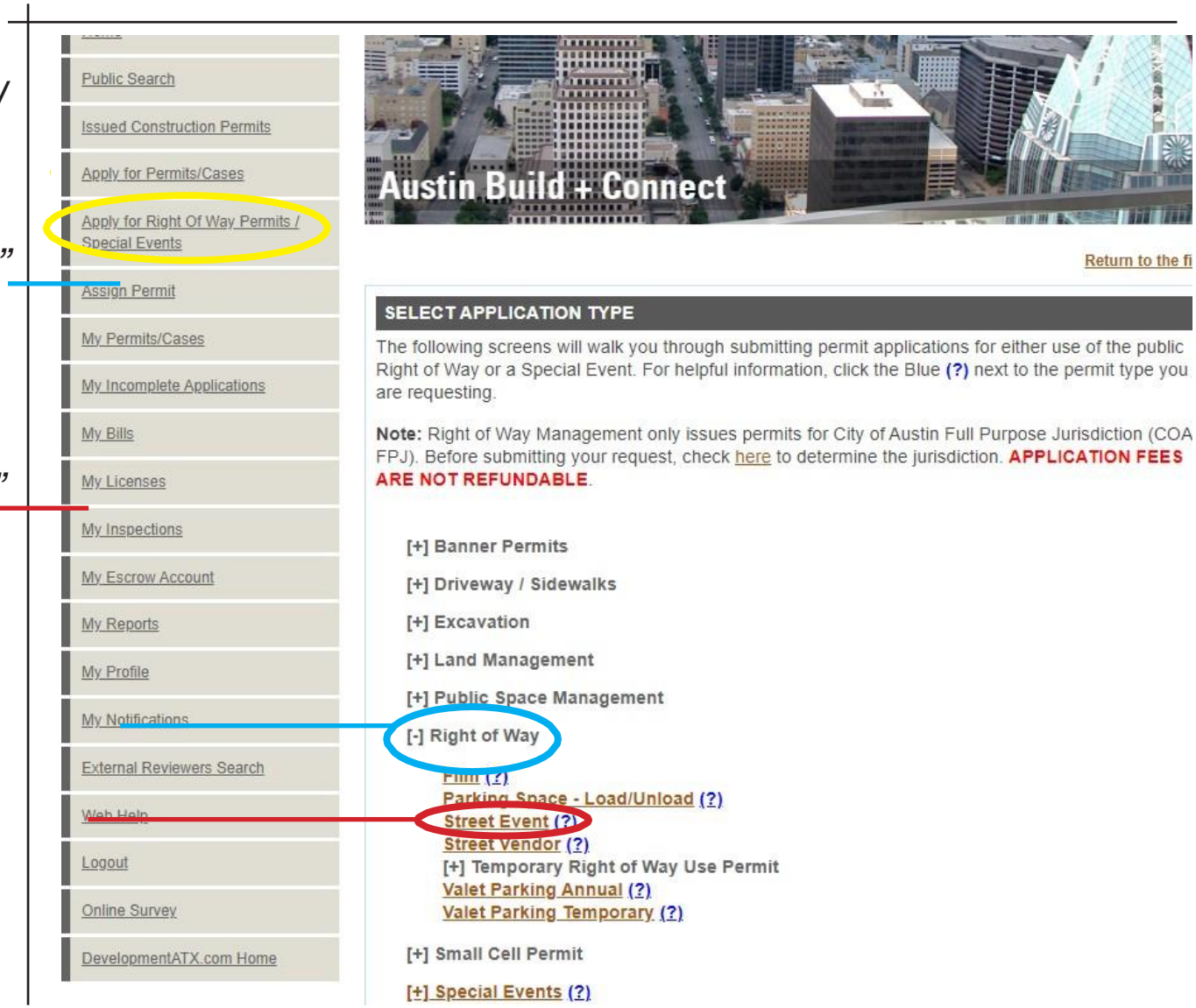
STEP 5

After you log in (or register), you can choose the permit type in the menu on the left.

1) "Apply for Right of Way Permits / Special Events" ...

2) Click *"Right of Way"* and a new list opens up.

3) Click *"Street Event"* to begin the neighborhood block party application.

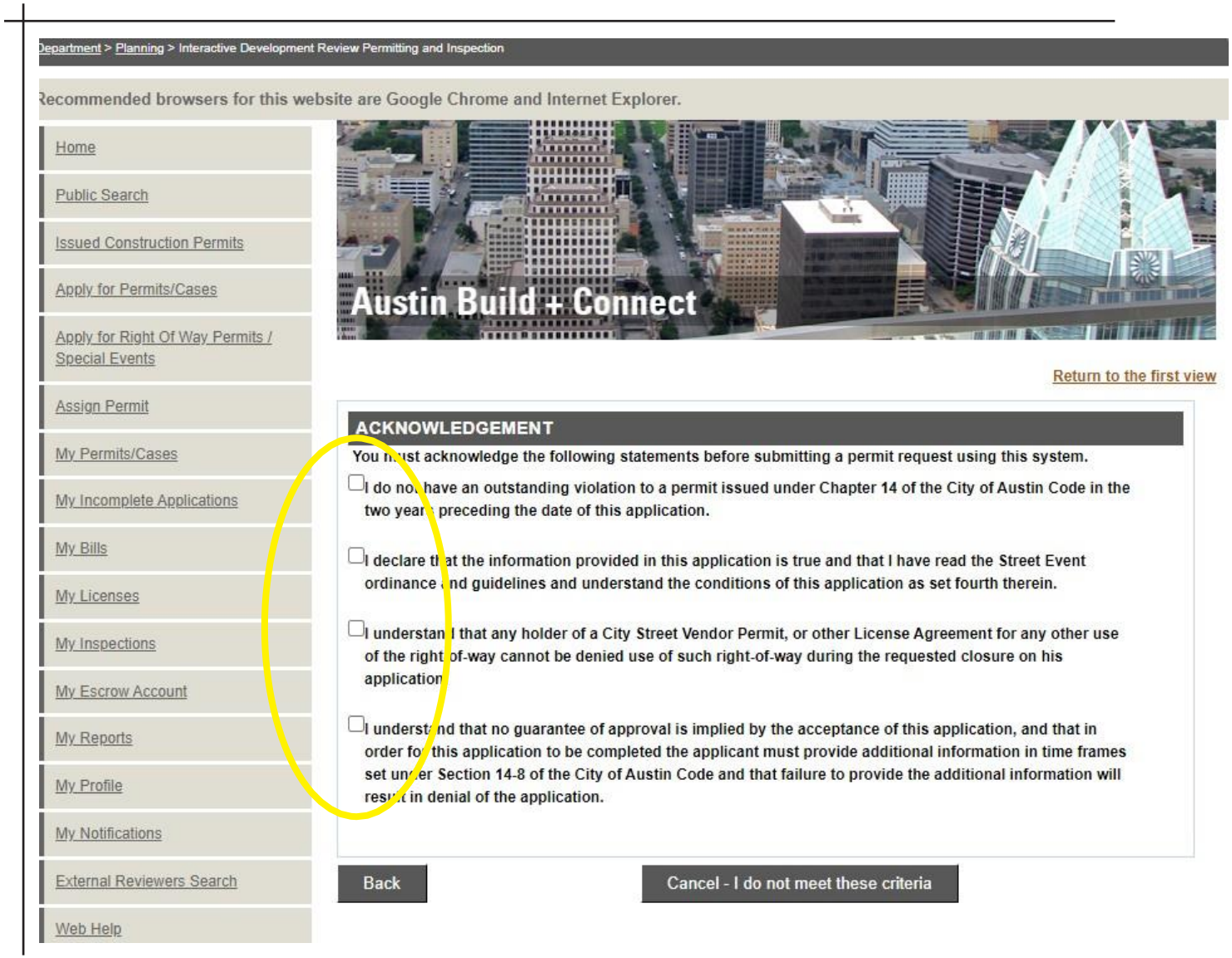


STEP 6

Acknowledgement page: includes information on the code requirements and the city process.

All the boxes must be selected to apply for your permit.

A *"continue"* button will only appear once all boxes have been checked ✔.



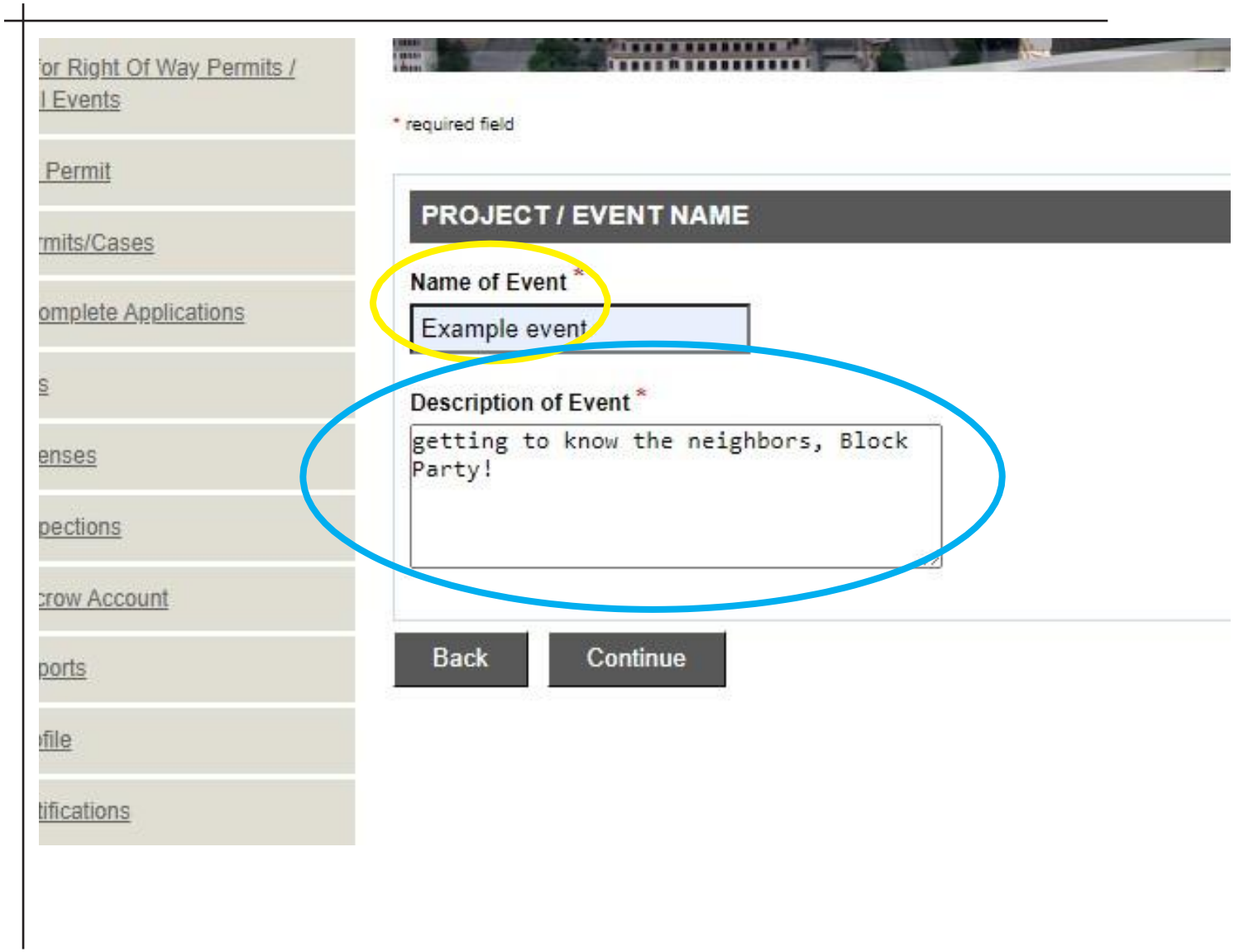
STEP 7

Add Event Name and Description. Please include that this is a neighborhood block party in the description.

Examples

Event Names:
"Hopping Halloween" or "Joe Sayer Block Event".

Event Descriptions:
"Closing the street for extra room for a birthday party at our home."
or
"Shutting down the street to watch the meteor shower with neighbors"

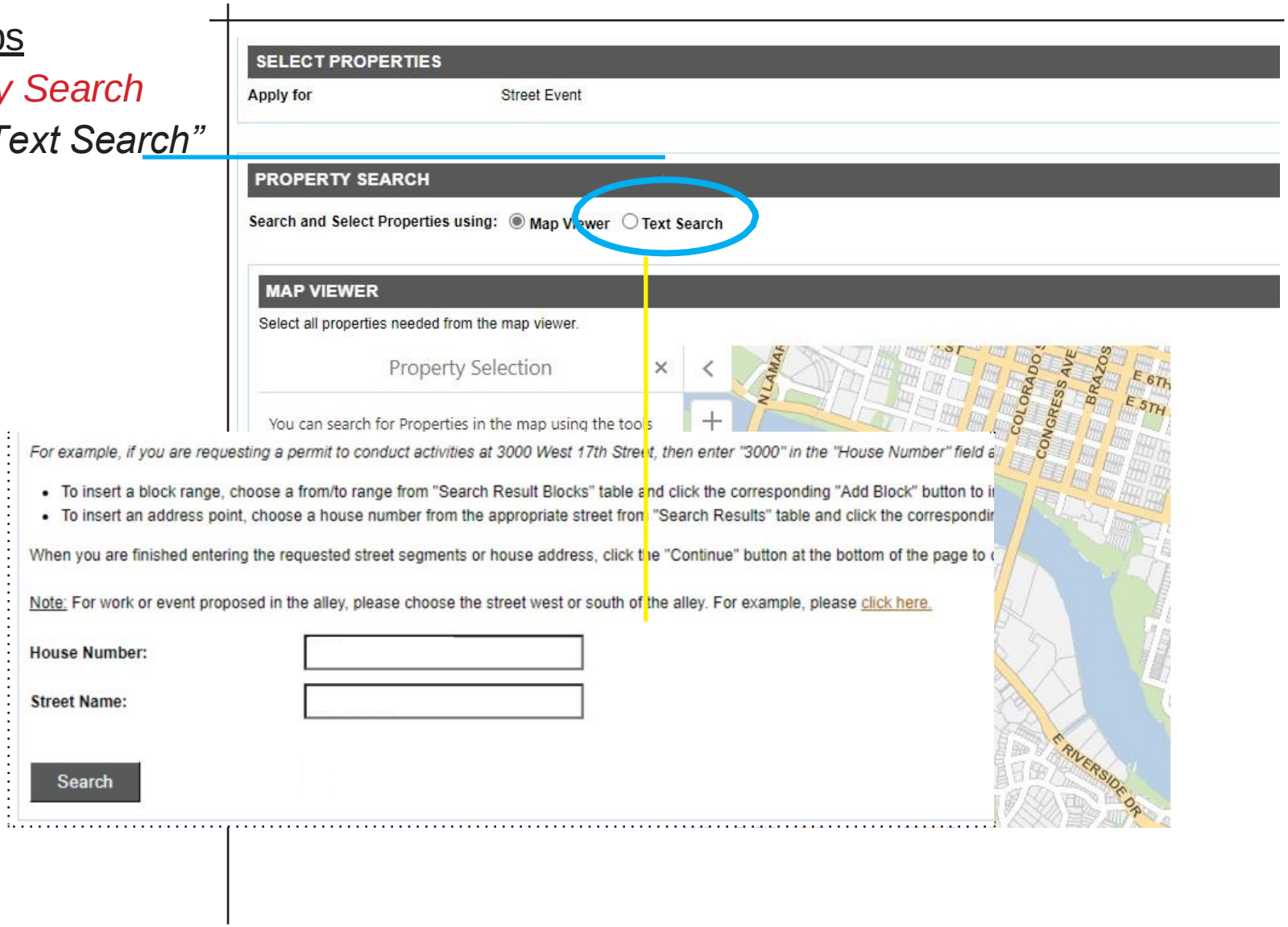


STEP 8

Map viewer page. This section is to select the location of the block party.

<u>Helpful Tips</u>

In *Property Search* click the *"Text Search"* option.



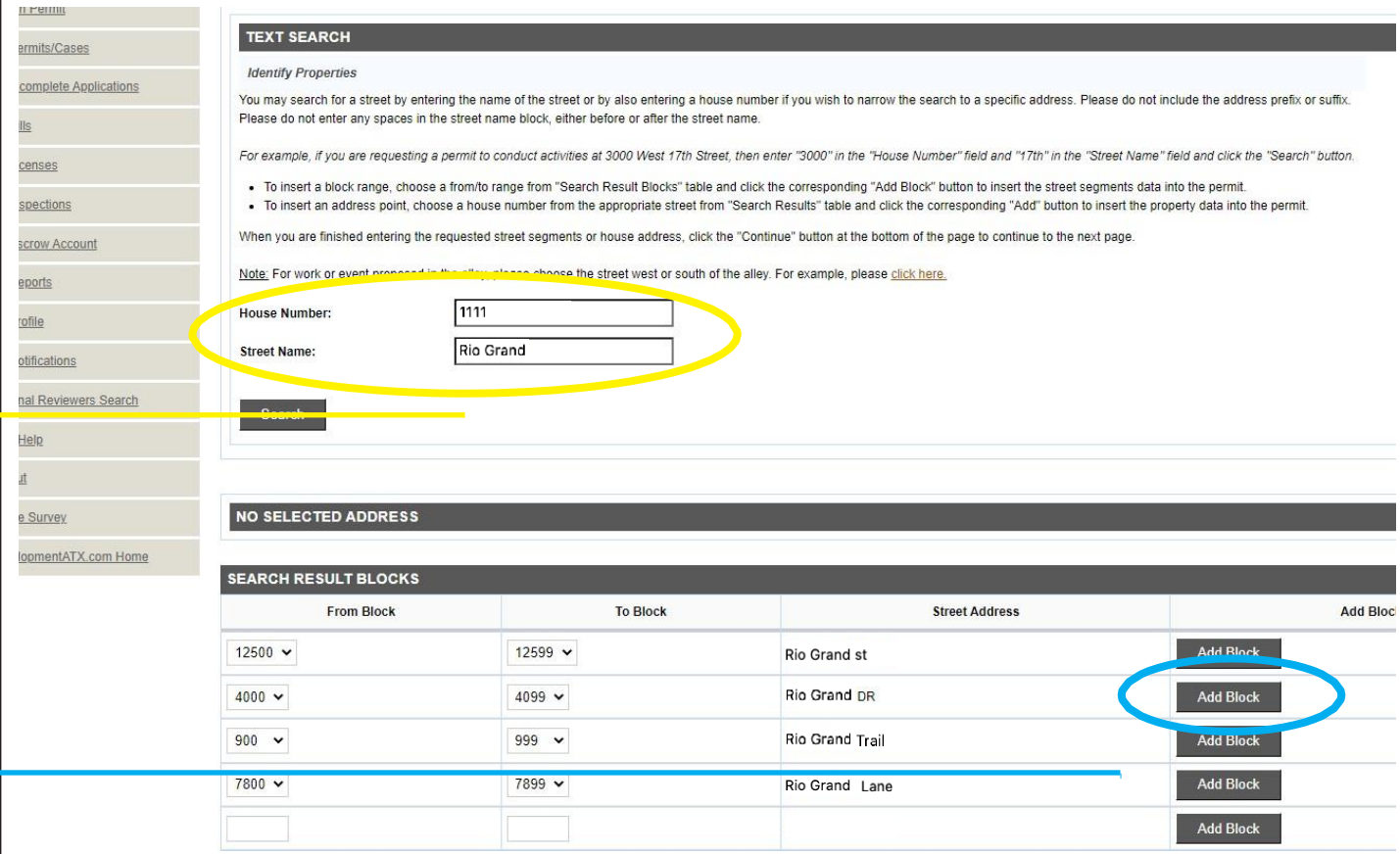
STEP 9

Add your address and click search. A panel will open up below with a choice of streets.

TIP: Leave off any prefix or suffixes.

For example,
1111 Rio Grande St.
should be entered as:
House Number: 1111
Street Name:
Rio Grande

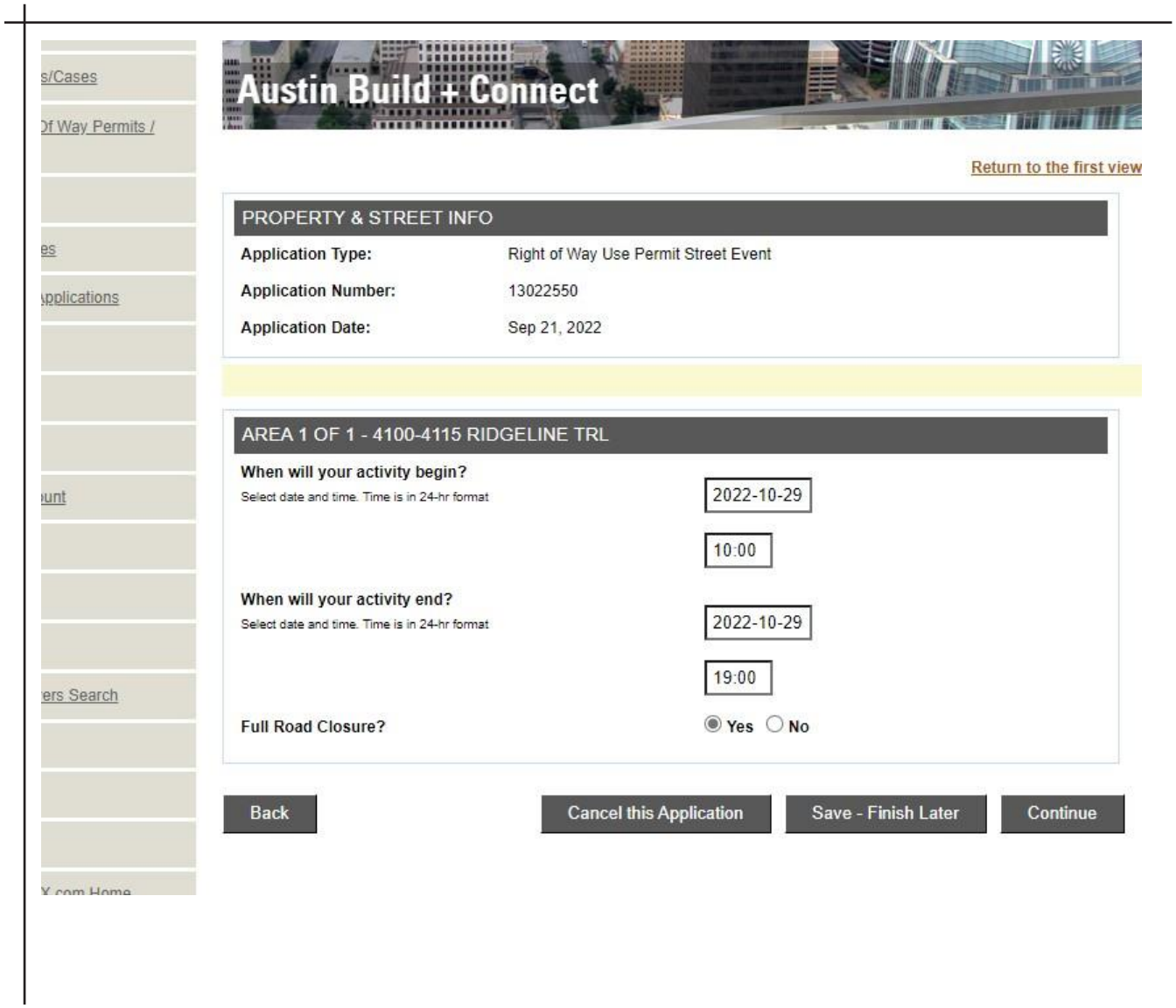
Pick the Block that is yours and click *"Add Block".*



STEP 10

Add time and date of the Block Party. Add the time in 24-hour increments.

11 am = 11
12 pm = 12
1 pm = 13
2 pm = 14
3 pm = 15
4 pm = 16
5 pm = 17
6 pm = 18
7 pm = 19
8 pm = 20



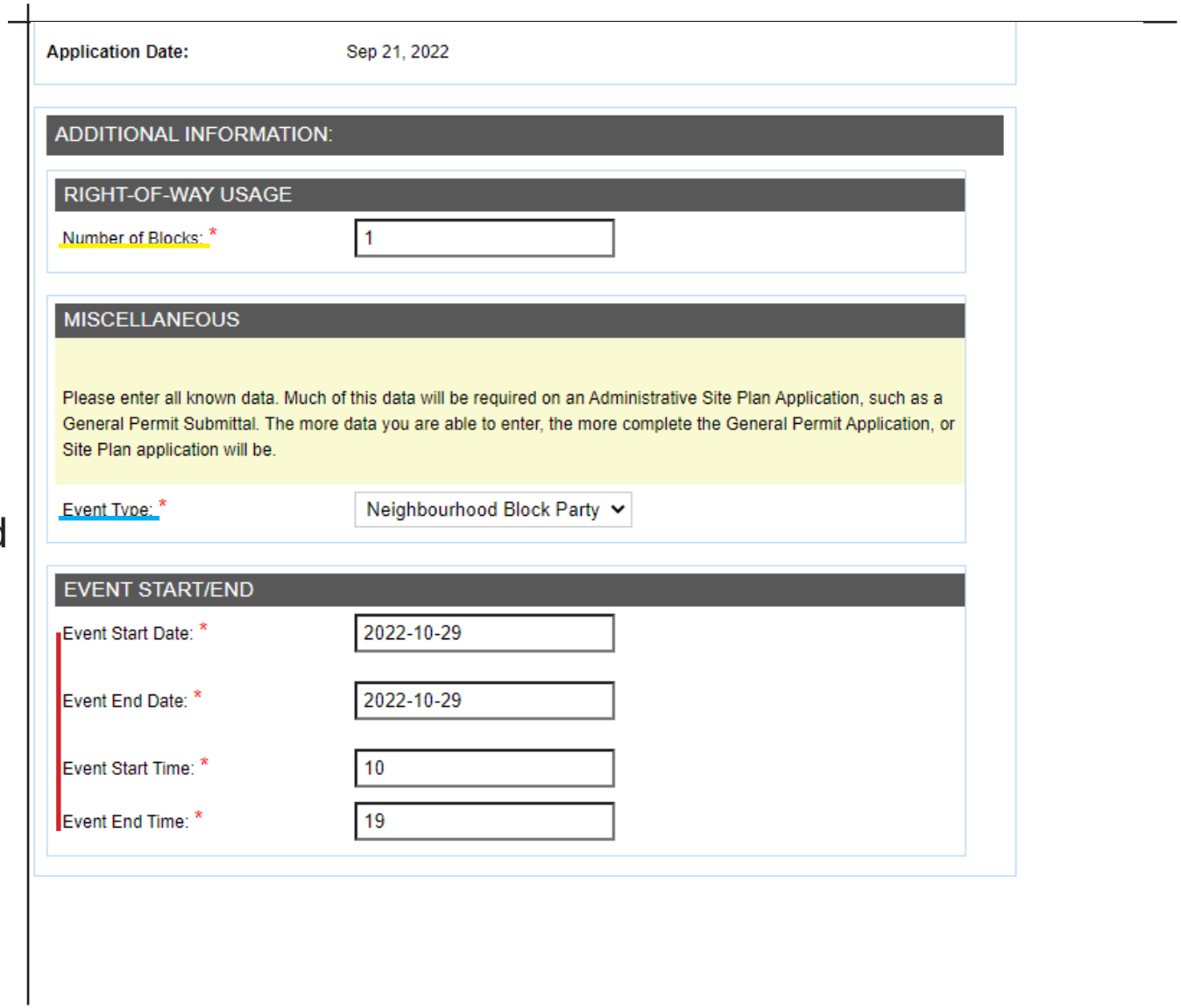
STEP 11

Details please.

1) Number of Blocks: For a residential neighborhood block party only a single block can be permitted.

2) Event Type: Neighbourhood Block Party

3) Please re-enter and confirm the dates and times of the event.



Application Date: Sep 21, 2022

ADDITIONAL INFORMATION:

RIGHT-OF-WAY USAGE

Number of Blocks: * 1

MISCELLANEOUS

Please enter all known data. Much of this data will be required on an Administrative Site Plan Application, such as a General Permit Submittal. The more data you are able to enter, the more complete the General Permit Application, or Site Plan application will be.

Event Type: * Neighbourhood Block Party

EVENT START/END

Event Start Date: * 2022-10-29

Event End Date: * 2022-10-29

Event Start Time: * 10

Event End Time: * 19

STEP 12

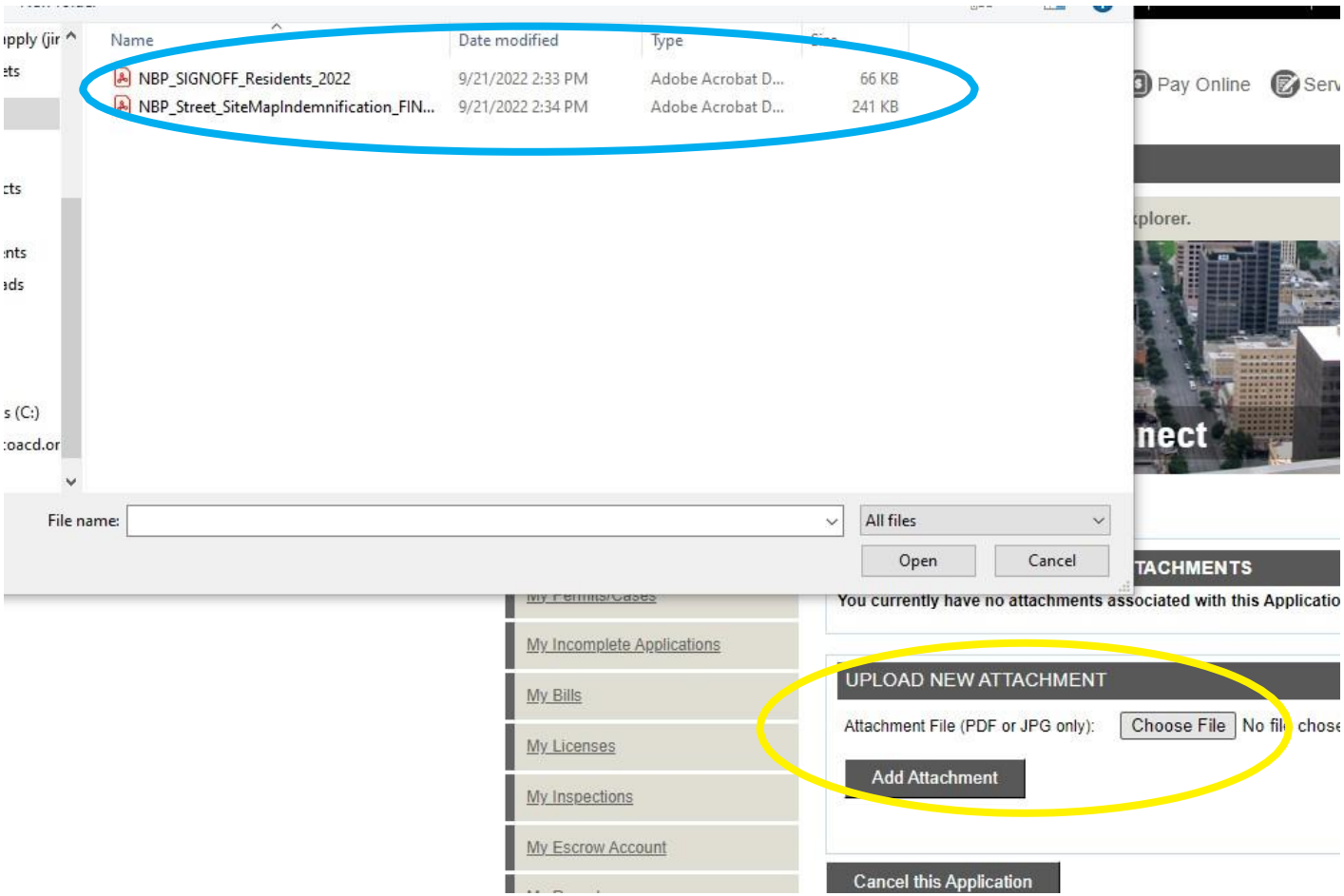
The documents to upload.

You can find them on the Neighborhood Block Party page: www.austintexas.gov/department/neighborhood-block-parties

1a) *Sign-Off sheet(s)* with 60% approval and 100% of impacted houses on the block you desire to close.

1b) If necessary, documentation of how you informed those that *did not sign off* (a PDF of a flyer, text message, street sign, etc...).

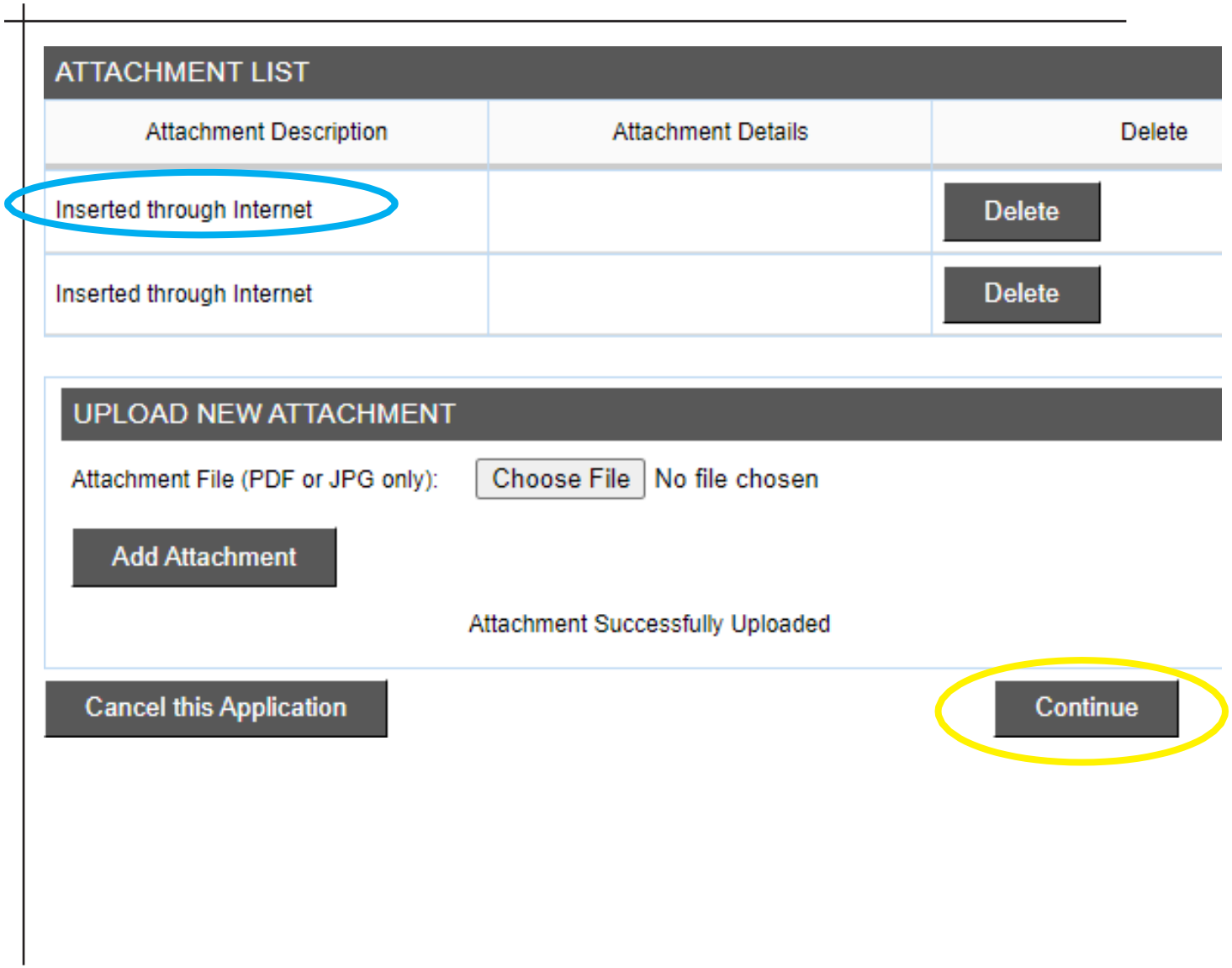
2) The *Street Closure Diagram* of your street with your *signature* at the bottom.



STEP 13

Uploaded documents.

Once they have successfully uploaded to our portal, you will see *"Inserted through Internet"* as the description for each document.
Click Continue



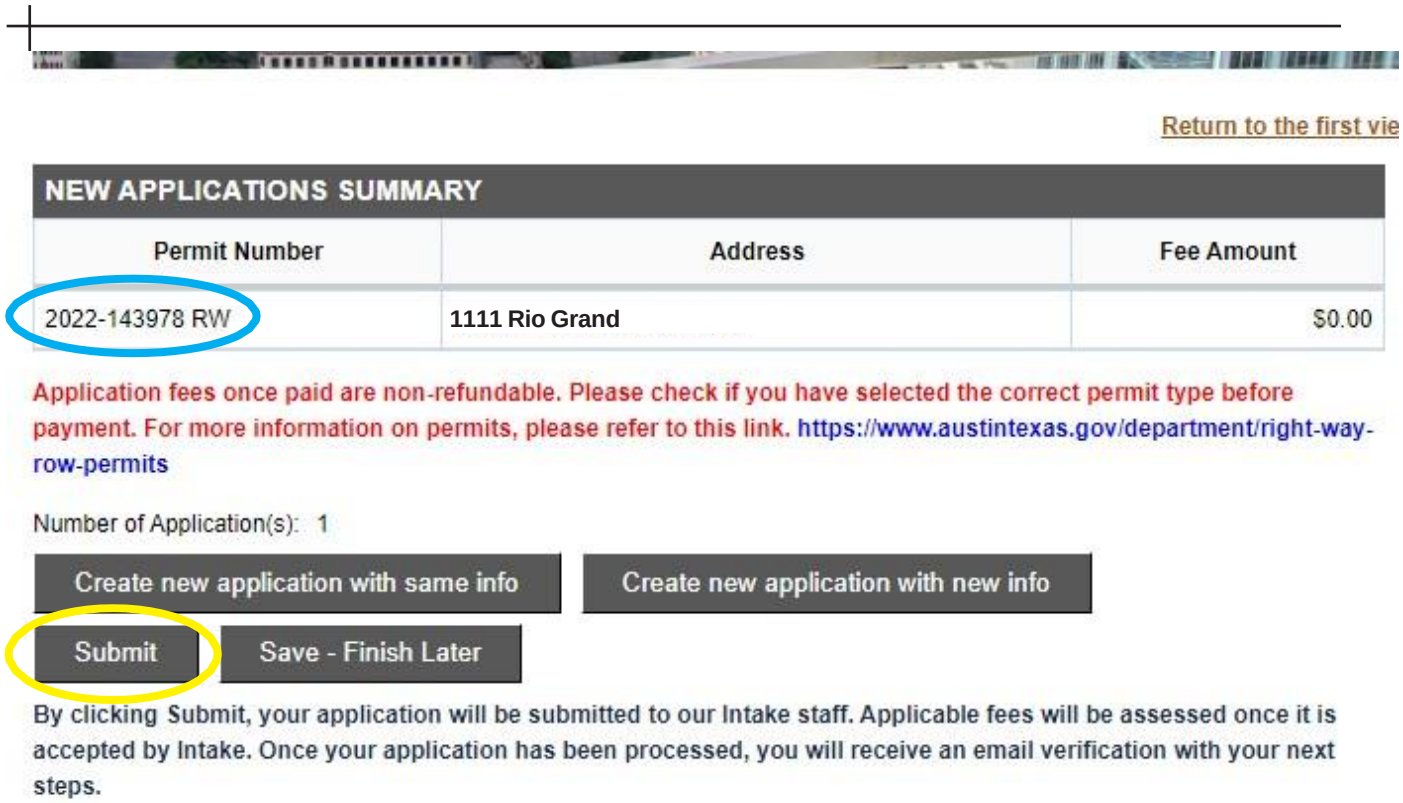
STEP 14

Last Step.

Once all the required information has been entered, you will then receive a Permit Number. **This is not yet your permit.*

Be sure to hit "*Submit*" so the application will be considered for review.

The Office of Special Events at the Transportation Department will review the submission and contact the applicant for more information



Return to the first vie

NEW APPLICATIONS SUMMARY

Permit Number	Address	Fee Amount
2022-143978 RW	1111 Rio Grand	$0.00

Application fees once paid are non-refundable. Please check if you have selected the correct permit type before payment. For more information on permits, please refer to this link. https://www.austintexas.gov/department/right-way-row-permits

Number of Application(s): 1

Create new application with same info | Create new application with new info

Submit | Save - Finish Later

By clicking Submit, your application will be submitted to our Intake staff. Applicable fees will be assessed once it is accepted by Intake. Once your application has been processed, you will receive an email verification with your next steps.

STEP 15

Have more questions?

Contact us!

Email:

TransportationSpecialEvents@austintexas.gov

Phone: 512-974-6501

TRANSPORTATION