

# UPPER DARBY TOWNSHIP

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MATT SILVA  
MEAGHAN WAGNER  
LAURA WENTZ



Kate Doggett  
Chief Municipal Clerk  
cdoggett@upperdarby.org

## **GUIDELINES FOR SEEKING PERMISSION TO BARRICADE A TOWNSHIP STREET FOR BLOCK PARTIES OR OTHER EVENTS**

1. A petition signed by at least ninety (90) percent of the households of the block represented must be forwarded to the Upper Darby Township Council office at the above email, or in person at the One Center located at 100 Garrett Road, at least three (3) weeks prior to the scheduled day of party.
2. Time permitted for street closure is 10:00 AM to 8:00 PM on the day of closure. At all times the street must be accessible to emergency vehicles.
3. The petition will name an individual(s) to be contacted in the event any problems occur during the time the street is closed. **No permit will be issued without contact information of a responsible individual that will be present at the event. Upper Darby Council Office will be the sole decision authority on this matter.**
4. Council's office will recommend to the Mayor's Office, as soon as possible prior to the scheduled date, whether a permit to close the street should be issued. The responsible person on the petition and the local councilperson will be notified accordingly. **Council's Office reserves the right to check with individuals that signed the petition to confirm their knowledge of the planned event.**
5. A SPECIAL PERMIT will be necessary if live bands or amplified music are used during the time the street is closed. **Failure to obtain this permit could cause the street closure permit to be revoked the day of the event should a band or amplified music operate or be included in the day's events.**
6. State highways and/or bus routes may not be closed. Vehicles of any type may not be used to block off any street. Wooden barricades or trash containers are permitted for this purpose. (All trash must be cleared from the street at the conclusion of the event.)
7. The Laws of the State of Pennsylvania and the Ordinances of the Township of Upper Darby concerning excessive noise, alcoholic beverage consumption, disorderly conduct, etc. must be adhered to at all times. Fireworks are not permitted at any time. If while the street is closed it is determined that underage drinking was allowed or if the police are called to the street and file a disturbance report, future permits may not be allowed.
8. If and when complaints are received regarding the street closure, the Police Department will act accordingly. **The Police Department has the right to recommend/advise the Council office that due to past police experience on the petitioned street that no street closure permit should be issued.**
9. The Township will permit the closure of any street/block only ONCE during the calendar year.
10. Whenever possible, the Township will provide barricades for the closing of the street.

**UPPER DARBY TOWNSHIP**

We, the residents of the \_\_\_\_\_ block of \_\_\_\_\_  
 (BLOCK NUMBER) (STREET NAME)

request permission to close our street on \_\_\_\_\_ . Purpose \_\_\_\_\_  
 (DATE) (KIND OF EVENT)

\*\*Rain Date, if needed, will be on \_\_\_\_\_

**STREET NUMBER**

**PRINT NAME**

**SIGN NAME**

**PHONE NUMBER**

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

NAME OF PERSON ON BLOCK RESPONSIBLE FOR EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

\*\*\*HOW MANY HOUSEHOLDS ON STREET? \_\_\_\_\_ \*\*\*REQUIRED\*\*\*

**\*ONLY ONE SIGNATURE PER HOUSEHOLD\*----- \*VACANT HOUSES MUST BE LISTED ALSO\***

	STREET NUMBER	PRINT NAME	SIGN NAME	PHONE NUMBER
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

**PLEASE REMEMBER TO COUNT THE HOUSES ON THE STREET!!**  
**PLEASE LIST ANY VACANT HOUSES WITH THE ADDRESS!!**

	<b>STREET NUMBER</b>	<b>PRINT NAME</b>	<b>SIGN NAME</b>	<b>PHONE NUMBER</b>
<b>36</b>				
<b>37</b>				
<b>38</b>				
<b>39</b>				
<b>40</b>				
<b>41</b>				
<b>42</b>				
<b>43</b>				
<b>44</b>				
<b>45</b>				
<b>46</b>				
<b>47</b>				
<b>48</b>				
<b>49</b>				
<b>50</b>				

**PLEASE REMEMBER TO COUNT THE HOUSES ON THE STREET!!**

**PLEASE LIST ANY VACANT HOUSES WITH THE ADDRESS!!**