

# The District of Columbia Neighborhood Block Party Permit Guide

The mission of the District Department of Transportation (DDOT) is to develop and maintain a cohesive, sustainable transportation system that delivers safe, affordable, and convenient ways to move people and goods, while protecting and enhancing the natural, environmental, and cultural resources of the District.

The DDOT Public Space Regulation Division (PSRD) provides the highest level of customer service while issuing public space permits and enforcing the District laws and regulations governing occupancy of public space. The occupancy of public space and the maintenance of public safety is a top priority when processing and reviewing “Neighborhood Block Party” Permit applications.

## Submitting an Application

Please submit Neighborhood Block Party Permit applications via the Transportation Online Permitting System (TOPS) a minimum of 30 business days before a planned block party. Applications are subject to required review by several District agency stakeholders before final approval. Please apply at [www.tops.ddot.dc.gov](http://www.tops.ddot.dc.gov)

## Criteria

**The following conditions govern street closures for Neighborhood Block Parties:**

1. The block party applicant/sponsor must be an adult resident (21 years or older) of the block to be closed.
2. Businesses, churches, and organizations which would like to sponsor an event may visit <https://hsema.dc.gov/service/plan-special-event>
3. The applicant/sponsor must provide government-issued identification with an address within the block listed on the application.
4. The applicant/sponsor must obtain the consent of 51 percent of households on the block.
5. The area must not exceed two intersecting streets and is limited to one block.
6. Block parties may not be held in front of an alley or in an alleyway.
7. The street must be reopened no later than 10 pm.
8. Accessibility for emergency equipment via an unobstructed 20-foot emergency access lane must be maintained during the block party.
9. Street closure/no parking signs must be posted no less than 72 hours prior to the block party date.
10. The block party may not include rental equipment, including, but not limited to moon bounces, stages, tents, water dunking booths, etc.
11. Vending and vendors are prohibited, whether accepting payment or not.
12. No donations, fees, or sales shall be solicited or accepted at the event.
13. No sale or consumption of alcoholic beverages is permissible.

## Required Documents

1. Online application submitted through TOPS. <https://tops.ddot.dc.gov>
2. Upload the following:
  - a. Copy of applicant/sponsor government-issued identification.
  - b. Copy of completed petition, signed, and dated by the applicant/sponsor.
  - c. Traffic Control Plan (TCP)

## Frequently Asked Questions

### May I use signatures by residents from surrounding blocks?

No, all signatures must be from affected residents of the block listed on the application.

### What is a Traffic Control Plan?

A Traffic Control Plan (TCP) addresses traffic safety and control for any traffic obstruction in the District right of way. It shows modifications in the roadway that affect bicycle, pedestrian, and vehicular traffic patterns and shows safe alternatives and efficient movement of traffic during street closures.

### How many blocks may be included for a block party?

One block is the maximum permitted space for block party usage.

### Who is responsible for closing roadway access of the block?

The applicant/sponsor is responsible for using personal vehicles to secure and safely close off the block party location.

### Who should I contact with questions and application updates, and other concerns pertaining to block parties?

Please contact the DDOT's Public Space Regulation Division (PSRD), Customer Relations and Experience Branch at [crb.services@dc.gov](mailto:crb.services@dc.gov) or call (202) 442-4670.

Block parties may be great fun and an excellent way to promote neighborliness. In planning block party activities, remember to make provisions to recycle all materials that are normally collected by the city. Therefore, when it is time to clean up, kindly remind participants and block party organizers to set aside recyclables and properly bagged trash until the next regularly scheduled recycling/trash collection day.

### For general questions,

Please contact PSRD's Customer Relations and Experience Branch at (202) 442-4670 or visit the website at <https://ddot.dc.gov/page/neighborhood-block-parties>

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