



# BOROUGH OF MAYWOOD

**CLERK**  
Barbara L. Dispoto, RMC/CMC

Office of the Borough Clerk  
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201-845-2900  
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## Block Party Request Form/Street Closure to Traffic

The request to close a street to vehicular traffic requires formal approval by the Mayor and Council and must be scheduled on the agenda of a public meeting.

Please complete the form below and submit it at least one month in advance of the date of the proposed neighborhood block party to:

**LOCATION:** \_\_\_\_\_

**PERSON IN CHARGE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **STARTING TIME:** \_\_\_\_\_ **\*ENDING TIME:** \_\_\_\_\_

**RAIN DATE REQUESTED:** \_\_\_\_\_ **CLOSE OFF STREET? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
STREET STREET

- \*1) The festivities must end at 10:00 p.m.
- 2) You must make arrangements allowing residents who are not in agreement with the event to enter and exit the street.
- 3) You must fill out the attached Hold Harmless Agreement and return it with the Block Party Permit.
- 4) After reading and completing this form, please sign below.

Upon receipt of this completed form, the Borough Clerk will list this item on the appropriate agenda for consideration by the governing body and provide copies to the Police and Public Works Departments. The requesting party is not required to attend the public meeting. There is no charge for this permission. Following the meeting, the Borough Clerk will contact the requesting party in writing to relay the decision of the Mayor and Council and provide instructions on how to obtain the barricades from the Department of Public Works for the street closure.

\_\_\_\_\_  
**SIGNATURE OF MEMBER IN CHARGE**

\_\_\_\_\_  
**DATE**

**RECEIVED IN BOROUGH CLERK'S OFFICE:**

\_\_\_\_\_  
**DATE**

**APPROVED BY MAYOR AND COUNCIL**

**DATE: YES** \_\_\_\_\_ **NO** \_\_\_\_\_