

ENJOY DES MOINES' NEIGHBORHOODS HOST A BLOCK PARTY

Procedure for a Residential Street Event Closure

APPLY

Contact the Special Events Coordinator, Municipal Service Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, IA 50317, 515-283-4758 or on the City web site at www.dmgov.org , Quick Link – Permits and Licenses, PDF Forms/Street Use.

SUBMIT

- Completed Residential Event application, a diagram of requested closure, a copy of the notification to the neighbors and required nonrefundable fee (listed below) at least thirty (30) days prior to the requested closure to the Special Events Coordinator, or you may fax it to 515-237-1407.
 - \$25.00 fee, which includes all equipment, for events of six hours or less in duration, AND which end before sunset AND are limited to one block in length.
 - \$10.00 fee plus barricade and sign fees, for events of more than six hours in duration OR which last beyond sunset OR are more than one block in length OR sponsored by a recognized neighborhood association.
 - Late fee add:
 - \$5 (nonrefundable) if received 14-30 days prior to event.
 - \$10 (nonrefundable) if received less than 14 days before event.
- Make payment by check payable to the City of Des Moines or Visa/Master Card or cash at City Hall.

INSURANCE

- Insurance coverage will be required of events with a large attendance as determined by the Special Events Coordinator. An insurance requirement packet can be obtained from the Special Events Coordinator.
- Any questions regarding these requirements should be directed to Special Events Coordinator at 515-283-4758.

REVIEW

- The Street Use Team consisting of members from various City departments will review application.
- Approved permit will be issued by the City Manager's Office.
- The Public Works Department will deliver barricades and signs 24 hours before the event and pick up the day after the event, excluding weekends and holidays.

FEES

- All applicable events will be billed for the required barricades and signs by the City Manager's Office.

Equipment Use Schedule

- Traffic Barricades (delivered & picked up) \$5 each Traffic
- Blinkers (required between Sunset & Sunrise) \$5 each
- Signs \$5

This fee schedule may be updated periodically due to increased costs incurred by the City.