City of DeKalb
opportunity · innovation

200 South Fourth Street
DeKalb, Illinois 60115
815.748.2000 • cityofdekalb.com

BLOCK PARTY REQUEST

COMPLETE AND RETURN TO: Rachel Pacey, Finance Department, at Rachel.Pacey@cityofdekalb.com
(request can also be mailed to or dropped off at City Hall)

PLEASE ALLOW THREE (3) WEEKS FOR PROCESSING
*****A MAP OF THE REQUESTED SECTION OF STREET TO BE CLOSED REQUIRED*****

Name:_____

Address:_____

Telephone No.:_____ Email Address:_____

Date of Event:_____ Beginning & End Time:_____

Type of Event:_____

Street to be Closed:_____

From (intersecting street):_____ To (intersecting street):_____

Collect one signature from each resident in the affected area *even if they are not participating in the event.*
(Please use a separate piece of paper if additional space is needed.)

NAME	ADDRESS	SIGNATURE

FOR USE BY CITY PERSONNEL ONLY
E-mail complete event application to the staff listed below for review before scheduling a meeting (a meeting may not be necessary).

Police Dept. Date: _____

Fire Dept. Date: _____

Engineering Dept. Date: _____

Public Works/Streets Date: _____

Date and Time of Event Discussion Meeting (if required):

_____

☐ Approved on _____

☐ Denied on _____