



CITY OF TUCSON

Special Events Division

NEIGHBORHOOD BLOCK PARTY GUIDE

Disclosure

Block parties must be limited to residential neighborhood gatherings. If your event will be advertised outside the neighborhood, open to the general public, or include live entertainment or amplified sound, STOP. Your event may require the City of Tucson Special Events Application process instead.

Fees & Permits

If approved as a Neighborhood Block Party, there are typically no direct City fees or additional permit requirements, such as a Right-of-Way (ROW) Permit or Tucson Fire permit.

Application

- Applicants must reside on the street to be closed and serve as the primary event contact
- Applications must be submitted at least 30 days prior to the event or approval may not be granted.

Guidelines

- Block parties are only permitted on local residential streets.
 - Arterial streets, collector streets, and intersections may not be closed
- Daytime Only (Dawn to Dusk)
- One-day events only
- Alcohol is not permitted in public streets or sidewalks
 - Alcohol must be consumed on private property
- Portable toilets are not allowed in the right-of-way
- Maximum tent size is 10' x 10'
 - Tents staged in the right-of-way must be secured with tie-downs using sand/water buckets (staking is **not** permitted)
- Emergency vehicle access should be maintained whenever possible (20-foot clearance recommended)
- Inflatables are **not** allowed in right-of-way (must be located on private property)
- Food trucks are **not** allowed in right-of-way (must be located on private property)
 - Any food trucks participating must be properly licensed to operate within the City of Tucson and is the responsibility of the organizer
- Events may not be advertised outside the neighborhood or neighborhood association

Neighborhood Approval

Organizers are responsible for notifying residents along the street closure area prior to the event. If your neighborhood has an HOA, organizers should coordinate with the HOA before notifying residents.

A simple neighborhood flyer is a great way to notify neighbors about the event, closure times, and organizer contact information. Please do not place flyers in mailboxes. Hand delivery is recommended.

Barricades / Cones

The City has created a setup guide showing how to safely install barricades and cones available through your Ward Office. It is the responsibility of the organizer to arrange, pick up, set up and return all equipment loaned, free of charge, by the City.

To secure the street, you will need a total of two “Type 2” barricades with two “Street Closed” signs attached to the barricades. In addition, at least six cones should be evenly spaced on both sides of the barricades.

Pick-up location will vary depending on your Ward. See below:

- **Ward 1** - 940 W Alameda Ave, Tucson, AZ 85745 (520-791-4040)
- **Ward 2** – 7820 E Broadway Blvd, Tucson, AZ 85710 (520-791-4687)
- **Ward 3** – 1510 E Grant Rd, Tucson, AZ 85719 (520-791-4711)
- **Ward 4** – 8123 E Poinciana, Tucson, AZ 85730 (520-791-3199)
- **Ward 5** – 4300 S Park Ave, Tucson, AZ 85714 (520-791-4231)
- **Ward 6** – 3202 E 1st St, Tucson, AZ 85716 (520-791-4601)

Please ensure all barricades and cones are properly installed before any event activities begin within the street closure area. Examples of approved and prohibited setups can be found in Exhibit A.

Exhibit A

APPROVED SETUP – Use this setup at EACH end of your closed street.



Angle outer cones slightly outward for better visibility.



Center one Type II barricade with “ROAD CLOSED” sign.

IMPORTANT NOTES

- This setup is approved for neighborhood block parties that occur during *daylight hours only*.
- Use one Type II barricade and a minimum of six traffic cones (18” min. recommended).
- Set up the approved layout at EACH end of the street closure.
- Do not block driveways or mailboxes. Maintain access for residents.
- Barricades and cones must be movable at all times to allow access for emergency vehicles.
- Do not use homemade barriers (trash cans, rope, fences, furniture, etc.).
- Do not park vehicles across the roadway.



BAD EXAMPLES – These setups are NOT allowed.



Homemade barriers are not allowed.



Vehicles cannot block the roadway.



Rope, tape or chains are not allowed.



Do not block driveways without permission.



Uneven or single cone setups are not allowed.

ADDITIONAL GUIDELINES

- ✓ Notify nearby residents about your event and street closure.
- ✓ Keep speeds low on surrounding streets and watch for pedestrians.
- ✓ Keep intersections clear and visible.
- ✓ Clean up and remove all cones, signs and barricades after your event.