



## CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS  
*Administration-Engineering-Water-Sewer-Facilities  
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

City Yard, 72 Tremont Street  
Melrose, Massachusetts 02176  
Telephone - (781) 665-0142

### BLOCK PARTY REQUEST

The Public Works Department needs the following information for a neighborhood block party:

- Date of block party
- Starting time and ending time
- Description and diagram of the area to be blocked off
- Contact person with a telephone number
- Sign-off from local residents

The Director of Public Works, Police Chief, and Fire Chief all need to authorize the block party. The Public Works Department will obtain signatures from the Police and Fire Departments and will deliver barricades to the point person. Residents should coordinate all requests through the Department of Public Works and should not reach out directly to the Police or Fire Departments.

**Resident Instructions: Please complete Sections 1, 2, and 4 of the following form then return to the DPW Office at 72 Tremont Street.**

**Note: Section 3 will be completed by DPW Staff.**

**Section 1:** (To be completed by Resident)

Please provide a diagram of the location to be blocked off in the space below:

**CITY OF MELROSE PUBLIC WORKS  
BLOCK PARTY REQUEST**

TO: CITY YARD  
FROM: ELENA PROAKIS ELLIS  
SUBJECT: BLOCK PARTY

**Section 2:** (To be completed by Resident)

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

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SPECIAL INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Section 3:** For Internal Use Only (To be completed by DPW Staff)

The resident listed above is requesting to have a block party at the date, time, and location stated above. This is agreeable to me and I am sending a copy of this memo to the Chiefs of the Police Department and the Fire Department for their attention and concurrence.

Please schedule delivery of the necessary barricades to the LOCATION noted above or as indicated in the SPECIAL INSTRUCTIONS. The REQUESTOR will be responsible for setting up the barricades prior to the event and for removing them at the end of the event. The barricades will be held at the REQUESTOR'S home until picked up by the City.

\_\_\_\_\_  
Elena Proakis Ellis  
Director of Public Works

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Chief of Police Department

\_\_\_\_\_  
Chief of Fire Department

