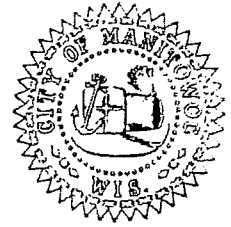




CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



July 22, 2015

Tracy Schwantes
839 Indian Bluff Dr.
Manitowoc, WI 54220

Re: Block Party – 800 Block Indian Bluff Drive – 8/29/15
920-242-6972

Dear Ms. Schwantes:

Your request for a block party on Saturday, August 29, 2015, being held in the 800 block of Indian Bluff Drive, between the hours of 4:00 p.m. to 11:00 p.m. has been granted. Please make sure that you are off the street by 11:00 p.m. As per the City of Manitowoc Ordinance the street needs to be re-opened by 11:00 p.m.

The Manitowoc City Council has stipulated that when an event is held, the person in charge is responsible for getting and returning the barricades with lights. Due to the size and amount of barricades needed to close the street, please make sure you have a pickup truck or trailer when picking up traffic control materials.

Please stop at the front office of the Department of Public Works, located at South 35th and Viebahn Streets, in order to check out and check in the barricades by completing the appropriate paperwork and paying the \$25 fee for use of traffic control items. Please pick up barricades before 2:30 p.m. on Friday, August 28th and return them Monday, August 31, 2015 between 7:00 a.m. and noon.

Contact the Department of Public Works at 686-6550 to inform them of a pick up time.

Sincerely,

Jennifer Hudon
City Clerk

JH:dan

cc: Department of Public Works
PD Supervisors@manitowoc.org w/application

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • jhudon@manitowoc.org



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/20/2015

EVENT NAME: Residential block party - 800 blk Indian Bluff Dr

ORGANIZER: Tracy Schwantes

EVENT DATE: 8/29/2015

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential block party - 800 blk Indian Bluff Dr

ESTIMATED CITY COSTS:

STREETS	24
PARKS	0
RECREATION	
FIRE	0
POLICE	0
TOTAL	24

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION:

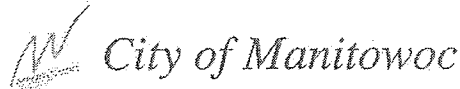
APPROVE

DENY

[Handwritten signatures under APPROVE]
 [Signature 1]
 [Signature 2]
 [Signature 3]
 [Signature 4]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits have a **\$25 fee** that includes use of traffic control items for the purpose of closing off the street(s). Payment can be made at the time of barricade pickup. Block party hosts must contact all affected residents prior to applying. Block parties must be concluded and the road opened by 11 PM. Any debris must be removed immediately from the street and terrace areas.

Today's Date: July 12th 2015

Responsible Individual(s) for Party Name: Tracy Schwantes
Address: 839 Indian Blvd Dr
City/State/Zip: Manitowoc WI 54220
Phone Number: 920-242-6972
Date of Birth: 2-4-76

Date of Party: Aug 29th 2015 Time of Party: 4pm - 11pm

Location of Party (Hundred Block and Street Name): 800 Indian Blvd Dr

Cross Streets You are Requesting to Block Off: none
Please provide a map/sketch of the area requested for the block party.

Estimated Attendance: 50

Once your application is reviewed by the Special Event Committee, you will receive a letter indicating whether or not your block party has been approved. The letter will also give you instructions of where and when to pick up barricades for your event.

Please return form to: City of Manitowoc - Department of Public Infrastructure
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6550
Fax: 920-686-6525
E-mail: parksadmin@manitowoc.org

Date paid: _____