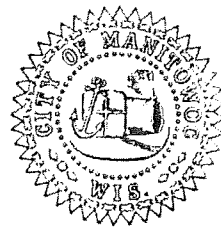




# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)

July 29, 2015



Marie Hammill  
2505 Knuell St.  
Manitowoc, WI 54220

Re: Block Party – 2600 Block Knuell Street  
682-8750

Dear Ms. Hammill:

Your request for a block party on Saturday, August 15, 2015, being held in the 2600 block of Knuell Street, between the hours of 7:00 a.m. and **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 35<sup>th</sup> 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 14<sup>th</sup> and return them Monday, August 17, 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](mailto: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](mailto:jhudon@manitowoc.org)**



# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 7/27/2015

EVENT NAME: Residential block party - 2600 block Knuell St.

ORGANIZER: Marie Hammill

EVENT DATE: 8/15/2015

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Residential block party - 2600 block Knuell St.

## ESTIMATED CITY COSTS:

STREETS	60
PARKS	0
RECREATION	
FIRE	0
POLICE	0
TOTAL	60

## 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

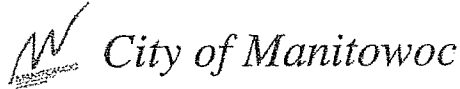
*Nick Penn*  
*Todd H*  
*Michael McDonald*  
*JK*

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

\$25 fee for use of traffic control items, pick up Friday & return on Monday
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# 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.

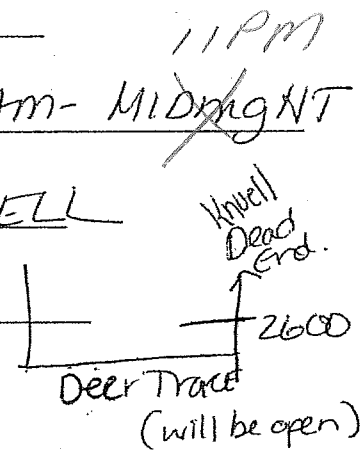
Today's Date: 7-20-15

Responsible Individual(s) for Party Name: Marie Hammill  
Address: 2505 Knvell St 2505  
City/State/Zip: Manitowoc WI 54220  
Phone Number: 920-682-8750  
Date of Birth: 11-1970

Date of Party: Aug 15, 2015 Time of Party: 7AM - ~~Midnight~~ 11PM

Location of Party (Hundred Block and Street Name): 2600 KNUVELL

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 35<sup>th</sup> St.  
Manitowoc, WI 54220  
Phone: 920-686-6550  
Fax: 920-686-6525  
E-mail: parksadmin@manitowoc.org

Date paid: \_\_\_\_\_