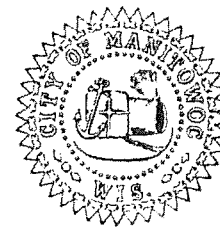




# CITY OF MANITOWOC

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



July 14, 2015

Dawn L. Greene  
1306 Green St.  
Manitowoc, WI 54220

Re: Block Party – 1700 Block S. 13<sup>th</sup> Street  
682-8571

Dear Ms. Greene:

Your request for a block party on Thursday, July 23, 2015, being held in the 1700 block of South 13<sup>th</sup> Street, between Philippen and Green Streets, between the hours of 6 p.m. and 8 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 Wednesday, July 22<sup>nd</sup> and return them Friday, July 24, 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: 7/13/2015

EVENT NAME: Residential block party - 1700 blk S 13th St

ORGANIZER: Dawn Greene

EVENT DATE: 7/23/2015

NEW OR RECURRING: New

LOCATION/DESCRIPTION: 1700 blk S 13th St Neighborhood Watch Block Party, block off from Philippen to Green Sts., 30 people

**ESTIMATED CITY COSTS:**

STREETS	36
PARKS	
RECREATION	
FIRE	
POLICE	
<b>TOTAL</b>	<b>36</b>

**ESTIMATED EVENT HOLDER CHARGES:**

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

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

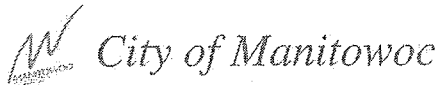
DENY

*[Handwritten signatures: Nick Renner, Todd Hauer]*

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

\$25 fee for use of traffic control items



# 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 8, 2015

Responsible Individual(s) for Party Name: Dawn L. Greene  
Address: 1306 Green St  
City/State/Zip: Manitowoc WI 54220  
Phone Number: 682-5571  
Date of Birth: 11-25-68

Date of Party: Thurs. July 23 Time of Party: 6pm - 8pm

Location of Party (Hundred Block and Street Name): 1700 Block S. 13<sup>th</sup> *Neighborhood Watch Block party NNO Per Stg. Jacobs.*

Cross Streets You are Requesting to Block Off: Phillippen + Green  
*Please provide a map/sketch of the area requested for the block party.*

Estimated Attendance: 30

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: \_\_\_\_\_

