



West Des Moines *Block Party Guidelines and Requirements*

A Block Party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, will not exceed 6 hours; where the use of Kybos/Porta Potties is not necessary.

- Completion of the City's Block Party Application and submission of the application must be made to the City Clerk's Office at least 30 days prior to the event.
- The application must include a map of the specific area to be used and blocked off. NOTE: Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.
- The applicant must comply with all federal, state, county, and city laws. Any dunk tank, recreational inflatable item, semi-permanent exhibit or any other item of any kind that may prevent or limit the access of public safety vehicles shall be prohibited from being placed in the street or right of way.
- Permits may be necessary for Tent/Canopy/Membrane (inflatables) as well as sound, the applications are separate and included in this packet of information.
- The City does not provide barricades for Block Parties; the applicant must assume any extra costs associated for the appropriate number and type of barricades.

Standard, orange and white safety Type III barricades are always required, with lights added after sunset. The barricades must be positioned so as to completely close the street. A minimum of two barricades per traffic lane shall be evenly spaced so that vehicles are not able to detour around the closed street segment. Saw horses, ropes and flags are NOT permitted as alternatives. It is strongly encouraged that someone in the group be responsible for always maintaining the proper position of the barricades, as their displacement is a risk assumed by the attendees. For additional safety, it is also recommended that the Block Party activities be held no less than 100 feet inside the barricaded area.

- 90% of the residents within the enclosed area, including any listing agent with a home for sale within the area, must be in favor of and/or approve the request. NOTE: Approvals must be in writing using either a petition or letter format.
- Finally, the City expects that the barricades will be removed from the roadway or street immediately following the event and the area shall be cleared of all trash and debris.
- Return Application, Petition and Map to:

City of West Des Moines
ATTN: City Clerk's Office
P.O. Box 65320
West Des Moines, IA 50265-0320



West Des Moines Block Party Permit Application

Please complete this form and submit it along with completed map and petition to the City Clerk's Office
4200 Mills Civic Parkway, P.O. Box 65320, West Des Moines, IA 50265 at least 30 days prior to proposed event

Location Date of Event

Contact Information:

Contact:

Address:

City State Zip

Day Phone: Cell Phone:

Email Address:

Time of Event:

Event Set-up	<input type="text"/>
Event Start/End	<input type="text"/>
Event Teardown	<input type="text"/>

Other plans or information that would be useful for City staff.

Included with application:

Map of Street with Type III Barricade Placement: Yes

Resident Block Party Petition: Yes

Estimated Attendance:

Will you be using outdoor tents greater than 200 square feet? Yes No

Will you be using an outdoor canopy greater than 400 square feet? Yes No

If yes to either, a tent permit is required. Location of the tent or canopy must be coordinated with the City Staff.

If using a tent, permission must be granted before tent stakes are drilled or pounded into parking lots or grounds, and the applicant must pay for any repairs associated with the installation of the tent. Tent permit is included with this packet.

Will you be using inflatable rides or devices: Yes No

If yes, a tent permit is required. Location of the inflatable must be coordinated with City Staff.

The tent permit is included with this packet. Please complete and return with fees.

Will you be using live amplified sound? Yes No

If yes, a \$22 sound permit is required. The Sound Permit Form is included in the packet. Please complete and return with fees.

I have been advised of the requirements for the conduct of a Block Party in West Des Moines and I, or the organization I represent, have met or will meet all requirements established by the City. Further I understand that if all requirements are not met, the Block Party Permit can be canceled by the City at any time including at the start of or during the event.

In the event that an organization is the applicant, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the above requirement, understand the provisions, and freely and voluntarily sign it officers, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

I have been advised of the requirements for the conduct of a special event in West Des Moines and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event Permit can be canceled by the City at any time including at the start of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the requirements for issuance of the permit and the Hold Harmless Agreement, understand their provisions, and freely and voluntarily sign this application

It is further understood the West Des Moines City Clerk has the authority to grant or deny permission for this event.

Applicant Name (please print)

Signature

Date

Calculate Your Fees (if necessary):

Tent Permit Fee

If necessary, \$50

Sound Permit Fee

If necessary, \$22

TOTAL DUE

Please make check payable to The City of West Des Moines

City of West Des Moines Sound Permit Application

**For the Outdoor Use of Sound Amplification
Equipment**



City of West Des Moines
City Clerk's Office
4200 Mills Civic Parkway – Suite 2B
P.O. Box 65320
West Des Moines, Iowa 50265
Phone: (515) 222-3600
Fax: (515) 222-3640

www.wdm.iowa.gov

REVISED DECEMBER 2014

A complete copy of the West Des Moines Noise Ordinance is available from the City Clerk's Office. The following is an excerpt from that ordinance as it pertains to the Sound Permit:

4-7-11: REGULATION OF SOUND EQUIPMENT AND SOUND AMPLIFYING EQUIPMENT:

- A. No person shall use or cause to be used any loudspeaker, loudspeaker system, sound amplifier or any other machine or device which produces, reproduces, or amplifies sound outside of buildings or other enclosed structures for the purpose of amplifying a live performance or pre-recorded music without first obtaining a permit to do so.
- B. A permit may be obtained by making application to the City Clerk or designee.
- C. Application requests shall be filed with the City Clerk. No application request shall be accepted for filing and processing unless it conforms to the requirements of this chapter, contains in a full, true and correct form the required materials and information prescribed by the forms supplied by the City Clerk and is accompanied by the appropriate fees.
- D. All permits are subject to approval by the City Clerk or designee. The City Clerk shall have the discretion to refer any sound permit request to the City Council for their review and action. **The City Council must approve any sound permit request that extends past ten o'clock 10:00 P.M.**
- E. The permit requires separate payment for each type of activity and permits shall be nontransferable. A permit for a single event or a series of events at the same location may be issued. The City Council, the City Clerk, or designee retains the ability to revoke or modify any issued permits for any alleged violations of this Chapter, including those based upon sound meter readings taken by the City. The Chief of Police or designee may also terminate the permit activity if the activity continues to exceed the maximum permitted sound level after the permit holder or the holder's employee or agent has been advised that the activity has exceeded the maximum permitted sound level.
- F. The permit shall be displayed on or immediately adjacent to the sound equipment.
- G. Each application request shall be accompanied by the fee specified by City Council resolution before it is accepted for filing and processing.
- H. If the property is a rental property, the applicant needs to have written permission from the landlord. If the property is under common ownership, the applicant needs to have written permission from the landlord or association.
- I. The use of any loudspeaker, loudspeaker system, sound amplifier, or any other similar machine or device which is permitted pursuant to this Section is subject to the following regulations:

- 1. The only sound permitted shall be either music or

human speech, or both.

2. The volume of the sound amplified pursuant to this Section shall not exceed the maximum permissive sound levels measured from the receiving land use, as outlined in this Chapter.

- *J. Any radio, record player, stereo, television, compact disc player, tape deck or player that is rated for fifty (50) watts or less of electrical power, does not require a sound permit application.

4-7-12: CONDITIONS OF SOUND PERMIT APPROVAL:

A. The City Clerk or designee may regulate the issuance of a sound permit as is necessary to meet the purposes of this Chapter and protect the public health, safety, and welfare of adjacent uses. Conditions which may be regulated may include, but are not limited to:

- 1. Setbacks.
- 2. Fences, walls, or other screening necessary to mitigate noise.
- 3. Control of noise, vibration, or other nuisances.
- 4. Hours of operation.

4-7-13: PRIOR DETERMINATION FOR SOUND PERMIT APPROVAL:

A. The following shall be considered in determination for approval of an application for a sound permit:

- 1. Adverse impact on the health, safety, and welfare of person or property in the surrounding area.
- 2. Prior violations of this chapter by the applicant requesting a sound permit.

4-7-14: APPEALS:

A. Wherein the applicant, the adjacent property owner, or any officer, department, board, or bureau of the City is affected by any decision or order made by the City Clerk or designee regarding the approval or denial of a sound permit, such appeal shall be taken within ten (10) days from the decision or order made by the City Clerk or designee, by filing a written petition with the City Clerk requesting a hearing on the matter and specifying the grounds thereof. A hearing before the Municipal Code Hearing Officer will be held as provided by subsections 4-4-9(E), (F), and (G) of this Title. An appeal pursuant to this Chapter shall not stay the effect of the decision or order made by the City Clerk or designee unless so ordered by the Municipal Code Hearing Officer.

SOUND PERMIT FEES
 ❖ 1-48 hrs event = \$22.00
 ❖ 2-7 days event = \$44.00
 ❖ Multiple events in one calendar year = \$82.50

The City Council
MUST approve any
sound permit request
that extends past ten
o'clock (10:00) P.M.

Permit applications received less
than two (2) weeks before the event
MAY NOT be processed by the City
in time for the event.

CITY OF WEST DES MOINES
SOUND PERMIT
For the Amplification of a Live Performance

*Denotes required field

Date _____ Fee Received: _____ Permit No. _____

*Applicant's Name: _____ *Phone No. _____

*Applicant's **Complete** Address (**include city/state/zip**): _____

*Applicant's E-mail Address: _____

Have you, the applicant, ever been cited for a violation of the West Des Moines Noise Ordinance? Y/ N
 If yes, explain: _____

*Property owner name: _____

*Property owner address: _____

I, the undersigned, hereby acknowledge and certify that I am the record fee title holder of the property for which this sound permit is requested, and I hereby consent to this application for a sound permit, for the amplification of a live performance, as described on this application.

 *Signature Date

Address of proposed activity: _____
 (*If in a City park, include name of park*)

Describe proposed activity, including time(s), **date(s)**, and number of people attending: _____

How will the parking for this event be handled? _____

Please refer to Page 2, Paragraph J of this application form regarding wattage requirements for the proposed sound equipment as a sound permit may not be deemed necessary.

***Attach an 8½" x 11½" sketch plan of the proposed layout of the sound amplification equipment, including the orientation to and approximate distances from the adjoining properties.**

Have the adjoining property owners/residents been notified of the event for which this permit is requested? Y/ N
 If so, please list addresses notified (attach additional sheets if necessary): _____

Describe what measures will be taken, if any, to minimize the effects of this performance on surrounding property owners. _____

Provide any additional information that pertains to this application for a Sound Permit.

APPLICANT'S CERTIFICATION - I hereby certify under penalty of perjury that the statements furnished including the drawing, present all information required for this application, and that the facts, statements and information presented are true and correct, and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the West Des Moines Municipal Code as it pertains to this activity and to obtain any and all necessary City, County, State and Federal permits, approvals and/or clearances, if applicable. Further, I hereby certify that I have read, understand and have received a copy of the conditions for the operation of the Sound Permit, and hereby agree to comply with such conditions. I also understand that should I fail to comply with the agreed upon conditions, my permit may be immediately revoked and that all other applicable penalties, including criminal prosecution may be pursued.

*Applicant's Signature

Date

FOR STAFF USE ONLY

APPROVAL OF SOUND PERMIT

Approved by: _____

Date:

City Council Approval Date:

This sound permit is approved subject to the following exhibits and conditions.

Exhibits:

Conditions:

Expiration Date:

DENIAL OF SOUND PERMIT

Denied by: _____

Date:

This sound permit is denied based upon the following findings.

Findings:

Copies of this permit have been distributed to the following departments:

Development Services Department

Police Department

City Clerk's Office

Parks and Recreation Department



Commission on Fire Accreditation International

WEST DES MOINES FIRE DEPARTMENT
TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE)
PERMIT APPLICATION FEE \$50.00

These items must be returned with the Application Fee before permit will be issued:

- 1. Completed Application Form.
2. Certificate of Flame Resistance.
3. Site Plan and Interior Layout (i.e. tables & chairs, stage, etc)
4. Depending on location, a City temporary use permit may also be required.

Application Date: Type: Tent Canopy Inflatable (Membrane)

Applicant's Name (print)

Cell: Office: Fax:

Email Address:

NOTE: An email address or fax number is needed to send our tent review and/or permit.

Name of Event (or Business):

Address of Event / Activity:

Proposed use (Meeting, Party/Dance, Meal, etc.):

Date(s) of Use: Time of Use: Alcohol served? YES NO

Scheduled Set-up Date/Time (Completed):

STRUCTURE / INFLATABLE INFORMATION

Structure dimensions: Tent #1: (ft) X (ft) Tent Sides: YES NO
Tent #2: (ft) X (ft) Tent Sides: YES NO
Tent #3: (ft) X (ft) Tent Sides: YES NO

Will there be any heating or cooking equipment in the structure? YES NO

If "Yes" please explain

Inflatable Info: Number of Inflatables:

Description(s)

Provider/Vendor of Structure(s)

Contact Name: Office: Cell:

I certify the above information is true to the best of my knowledge. I agree to install and to use the tent, canopy, membrane structure in accordance with the West Des Moines Fire Code requirements. I further certify that I have read the permit requirements provided on the back of this application.

Applicant Signature Printed Name

If the permit application for the tent or inflatable is not received prior to 5 business days of the date of the event, the fee will be \$100.00.

[OFFICE USE ONLY]
Application Received Date Review Date Inspection Date
Passed: YES NO
Payment Type: Visa MC Cash Money Order Check #





Commission on
Fire Accreditation
International

WEST DES MOINES FIRE DEPARTMENT

TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE) PERMIT REQUIREMENTS

The West Des Moines Fire Department has established the following requirements for the use of any **TENT, CANOPY OR INFLATABLE (MEMBRANE) STRUCTURE** having an area greater than 200 square feet for any tent, greater than 400 square feet for any canopy, and any inflatable (membrane) structure. Exception: tents used exclusively for camping.

1. An application and site plan is required to be submitted with a \$50.00 permit application fee a minimum of 5 business days prior to the date of the event to the address on the front or the fee will be \$100.00 The site plan will need to be legible showing the location of the tent, in feet, from other structures, access roads, streets, vehicle parking, and property lines. The interior plan layout shall indicate tables, stages, etc.
2. A certificate of flame-retardant treatment is to be provided with the application for each structure being permitted.
3. Fire extinguishers shall be 10-pound ABC and are to be provided in each tent or canopy by the exits.
4. An occupant load sign shall be established for the tent based upon 1 person for every 15 square feet when tables and chairs are used, one person for every 7 square feet when only chairs are used and one person for every 5 square feet for standing room. Only the usable floor space needs to be calculated when determining the occupant load. This sign shall be posted by the main entrance.
5. Exits shall be spaced at approximately equal intervals around the perimeter of the tent so that no point within the tent is more than 100 feet from an exit. The numbers of exits is dependant upon the occupant load. Exit openings from tents shall remain open unless covered by a flame-resistant curtain and shall be of a color, or colors, which contrasts with the color of the tent.
6. Self-luminous, internally or externally illuminated exit signs are required when the occupant load exceeds 50 persons.
7. Emergency lights shall be placed in any tent when the occupant load exceeds 50.
8. Smoking is prohibited by any persons in any tent, canopy or membrane structure. "No Smoking Signs" are required to be posted in conspicuous locations.
9. Tents, canopies and membrane structures shall not be located within 20 feet of property lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

NOTE: This is just a highlight of the fire code regulations. There are some exceptions to these regulations. This list is not an all inclusive list. Source: International Fire Code, 2015 edition. If you have any questions, please contact us at 515-273-0643.

