

Block Party or Street Closure Request Instructions

- Complete the **Request for Street Closure Form**
- Requestor **MUST** also provide the following documentations:
 - A map of the affected area that will be within the closure and mark where barricades are needed
 - A Signature Sheet that is signed by **ALL** residences within the affected area. This sheet must include the residents Printed Name, Address and Signature acknowledging their notification and approval of the road closure. The statement at the top of the Signature Page must also be completed.
- Request must be completed and all documentation submitted no later than **five full** Business days before the event.

Please return the request form, signature sheet and map to:

Bedford Police Department
Community Relations Division
2121 L. Don Dodson Dr. Bedford, TX 76021
817-952-2444

Or email to:

Deidre.Spears@bedfordtx.gov

Bedford Police Department

Request for Street Closure Form

Major roads can't be affected

Location of Closure: _____

Purpose for Closure: _____

Day / Date of Closure: _____

Time for Closure: From: _____ To: _____

Contact Person: _____

Contact Number: Home: _____ Work: _____ Cell: _____

Request must be completed and all documentation submitted not later than **five full Business days before the event.*

Official Use Only

Received By: _____ Date received: _____

Map Provided: Yes ___ No ___ Signature sheet Provided: Yes ___ No ___

Notes: _____

Patrol Division - Email information to patrol shift for affected date.

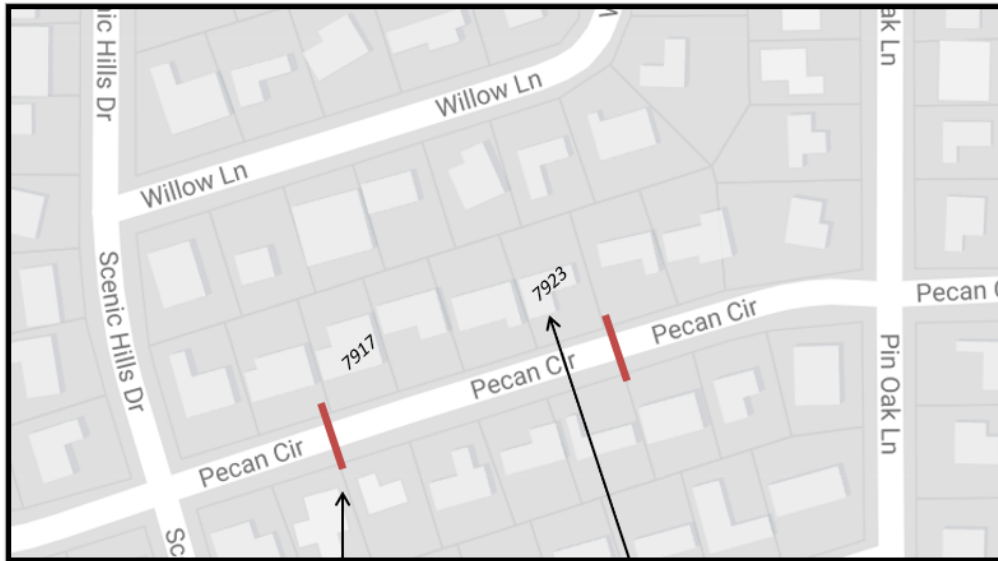
Approved: Yes ___ No ___ Date: _____

Comments: _____

Fire Notification - Email information to DC James Richardson.

Made by: _____ Date / Time: _____

Example of Map:



Place a line indicating where
the barriers will be

Label the range of house
numbers that will be effected