



EAST MANCHESTER TOWNSHIP

Block Party or Like Events - Requirements for Applicant

The Board of Supervisors must authorize any closures of township streets. (This does not include state roadways)

- Make a Special Request Letter including:
 - The date(s), times and roads to be blocked off or used and whether there is a rain date.
 - A drawing showing the exact location and whether there is an alternate route which can be used by motorists while the road is closed.
 - The signature of all property owners adjacent to the section of the affected roadway which you would like to close indicating they have no objection.
- Obtain Northeastern Regional Police Chief's approval (717) 266-6195. You need this approval before submitting for the Board of Supervisors.
- If approved, submit your Special Request to the Township Manager no later than 4pm on the first Thursday of the month to be on the Agenda for the Board of Supervisors Meeting.
- Attend the Board of Supervisor's meeting on the second Tuesday of the month at 7pm and be prepared to speak about your proposed event.
- The Township will issue a follow up letter, which you will use to give proof to the Northeastern Regional Police Department so they can notify 911 Emergency Services in regards to the road closings.
- Please note that simple barricades shall be used to close the roads so they can be easily removed for Emergency Services OR you may use barricades from the Public Works Department.
- The Township does request you keep all tables and chairs to one side, so in the event that there would be an emergency situation an ambulance, fire truck or police car, could easily gain access to the area by using the side of the roadway where there are no obstacles.

If you have any questions, please contact us at 717-266-4279 or email emantwp@comcast.net

Thank you.

Respectfully,
East Manchester Township