

Date _____

City of Shoreline
City Manager's Office
17500 Midvale Avenue North
Shoreline, WA 98133-4905

Re: Right-of-Way Special Event Permit

This letter is to notify you that the _____ is sponsoring the following block party/road closure and my signature is authorization for this event.

Location _____

Event Date _____ Time _____

Contact Person _____ Telephone _____

We are requesting that the above-listed street be temporarily closed for the _____ event. This street is a low traffic area, and all rules and regulations for closure will be followed. It is expected that the liability insurance coverage provided by the City of Shoreline Office of Neighborhoods will apply to this event.

Sincerely,

_____, Chair

_____ Neighborhood Association