



CITY OF SYRACUSE
STREET CLOSING APPLICATION

Preferred Notification: 6 Weeks -- Legal Minimum: 5 Days
Applicant Must Be At Least 18 Years Old

APPLICANT'S NAME: _____
ADDRESS: _____
ZIP: _____ HOME PHONE: _____ BUS PHONE: _____
LOCATION OF EVENT: _____
PURPOSE OF EVENT: _____
DATE OF EVENT: _____ RAIN DATE: _____ TIME OF EVENT: _____
OF ADULTS: _____ # OF CHILDREN: _____

NEIGHBORHOOD PETITION:

THIS APPLICATION WILL NOT BE PROCESSED UNLESS A PETITION BEARING ALL THE SIGNATURES AND ADDRESSES OF ALL THE RESIDENTS OF THE BLOCK TO BE CLOSED IS SUBMITTED. EVERY RESIDENT MUST AGREE TO THE CLOSING FOR IT TO BE APPROVED. THE APPLICANT WHO INITIATED THIS REQUEST MUST FIRST, PROVIDE A COPY OF THE APPLICATION WITH THE COMPLETED PETITION TO THE DEPARTMENT OF PUBLIC WORKS, COMMISSIONER'S OFFICE, BEFORE GOING TO THE PSB FOR POLICE AND FIRE CHIEF'S SIGNATURES.

ALCOHOLIC BEVERAGES:

WILL ALCOHOLIC BEVERAGES BE AVAILABLE? YES: _____ NO: _____
IF YES, WHAT TYPE? BEER: _____ WINE: _____ LIQUOR: _____ OTHER: _____
ESTIMATED AMOUNT? BEER: _____ WINE: _____ LIQUOR: _____ OTHER: _____
LOCATION OF ALCOHOLIC BEVERAGES: _____

ANY AND ALL ALCOHOLIC BEVERAGES MUST BE OBTAINED BY GROUP PURCHASE PRIOR TO THE DATE OF ANY EVENT, AND CANNOT BE SOLD, DONATED, OR DISPENSED FREE OF CHARGE AT THIS EVENT. NO ALCOHOLIC PROVISIONS MAY BE SET UP ON THE STREET. ALL AND ANY AMOUNT OR TYPE OF ALCOHOLIC BEVERAGE MUST BE AVAILABLE ONLY AT THE LOCATION STATED HEREIN.

MUSIC OR SOUND SYSTEM:

WILL MUSIC OR SOUND BE AVAILABLE? YES: _____ NO: _____
LOCATION OF MUSIC OR SOUND SYSTEM: _____

NO MUSICIAN MAY PLAY THEIR INSTRUMENTS IN THE STREET. ANY AND ALL SOUNDS SYSTEMS MUST BE ON PRIVATE PROPERTY AND KEPT TO A REASONABLY LOW VOLUME.

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LOCATION OF EVENT: _____

DATE OF EVENT: _____ RAIN DATE: _____ TIME OF EVENT: _____

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| NAME | ADDRESS | APPROVED | DISAPPROVED |
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PROCEDURE:

THE APPLICANT WHO INITIATED THIS REQUEST MUST FIRST, PROVIDE A COPY OF THE APPLICATION WITH THE COMPLETED PETITION TO THE DEPARTMENT OF PUBLIC WORKS, COMMISSIONER’S OFFICE, BEFORE GOING TO THE PSB FOR POLICE AND FIRE CHIEF’S SIGNATURES.

THE APPLICANT WHO INITIATED THIS REQUEST MUST APPEAR AT THE FIRE CHIEF’S OFFICE (511 S. STATE ST., PUBLIC SAFETY BUILDING, ROOM 609) WITH THIS APPLICATION AND PETITION TO DETERMINE IF THE CHIEF, OR HIS DESIGNEE, WILL GRANT PERMISSION FOR THIS EVENT. THE APPLICANT MUST SIGN AN AGREEMENT WITH THE FIRE DEPARTMENT ACCEPTING FULL RESPONSIBILITY FOR TOTAL COMPLIANCE WITH THOSE SAFETY THAT ARE MANDATORY: BARRICADES WILL BE MANNED BY AN ADULT, THROUGHOUT THE TIME INTERVAL INVOLVED (TO ENSURE PROMPT REMOVAL IF EMERGENCY ACCESS IS REQUIRED) AND THE SUBJECT STREET WILL BE KEPT CLEAR OF ANY OBJECTS OR PROVISIONS OF ANY KIND, ETC..., ETC...

THE APPLICANT THEN MUST APPEAR AT THE POLICE CHIEF’S OFFICE (SPECIAL EVENTS OFFICE OF THE POLICE DEPARTMENT, PUBLIC SAFETY BUILDING, ROOM 120) TO DETERMINE IF THE CHIEF, OR HIS DESIGNEE WILL GRANT PERMISSION FOR THIS EVENT. IF ALCOHOLIC BEVERAGES WILL BE AVAILABLE, THE APPLICANT MUST SIGN A PERMIT TO CARRY OPEN CONTAINERS AT THIS EVENT.

THE SPECIAL EVENTS OFFICE WILL RETURN THE APPLICATION AND PETITION TO THE DEPARTMENT OF PUBLIC WORKS FOR FINAL APPROVAL.

THE APPLICANT WILL BE MAILED A COPY OF THE APPLICATION AFTER FINAL APPROVAL.

| Department | Approved | Disapproved | Initials |
|--|-----------------|--------------------|-----------------|
| 1.) Fire Chief | | | |
| 2.) Police Chief | | | |
| 3.) Commissioner of Parks & Recreation | | | |
| 4.) Commissioner of Public Works | | | |

PLEASE RETURN COMPLETED APPLICATION TO:

City of Syracuse
Department of Public Works
1200 Canal Street Extension
Attn: Robin Macri