

John M. "Pete" O'Connor III
Commissioner



Thomas Simone
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS
Stephanie A. Miner, Mayor

BLOCK PARTY/STREET CLOSING (NEIGHBORHOOD) PERMIT APPLICATION & INSTRUCTIONS

REQUIRED FOR: Closing a City street in a residential neighborhood for a neighborhood party/event.

THIS APPLICATION PACKET CONTAINS:

- 1) List of Required Submittals
- 2) Terms & Conditions
- 3) Submittal Instructions
- 4) Application
- 5) Street Closing Petition
- 6) Fire Department Agreement
- 7) Public Assembly Permit Application
- 8) Open Container Permit Application

REQUIRED SUBMITTALS:

- o **Application and Affidavit** – Page 2.
- o **Application Fee** – \$25 non-refundable; check or Money Order payable to Commissioner of Finance.
- o **Street Closing Petition** – Signed by a member of every household and business on the block being closed.
- o **Fire Department Agreement** – Signed by Applicant.
- o **Requests for Additional City Services**, if applicable.
 - o Signs, electrical needs, generators, bandwagon, bleachers, garbage barrels, trash pickup, etc.
- o **Public Assembly Permit Application** – Required by the Syracuse Police Department for all street closing events.
- o **Open Container Permit Application** – Required by the Syracuse Police Department *if alcohol will be served*.

TERMS & CONDITIONS:

- City street(s) will not be closed for personal or private events.
- Applicant must be at least 18 years old, *or 21 Years Old if Alcoholic Beverages are available*.
- See Page 2 for additional conditions regarding alcoholic beverages, music, and neighborhood approval.

SUBMITTAL INSTRUCTIONS:

- 1) Application must be completed in its entirety. Incomplete or partial applications will not be processed.
- 2) AT LEAST 30 DAYS PRIOR TO THE EVENT, Application, Fees, and additional documents must be submitted to the:

Central Permit Office
 201 E. Washington St., Room 101
 Syracuse, NY 13202
 (P) 315-448-4715
CentralPermitOffice@SyrGov.net
www.syr.gov.net/Central_Permit_Home.aspx



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Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS
Stephanie A. Miner, Mayor

BLOCK PARTY/STREET CLOSING APPLICATION (Neighborhood)
Non-refundable application fee ~ \$25

APPLICANT'S NAME: _____ DATE OF BIRTH: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP CODE: _____ E-MAIL: _____
HOME PHONE: _____ BUS PHONE: _____ CELL PHONE: _____
LOCATION OF EVENT: _____
PURPOSE OF EVENT: _____
DATE OF EVENT: _____ RAIN DATE: _____ TIME OF EVENT: _____
OF ADULTS: _____ # OF CHILDREN: _____

NEIGHBORHOOD PETITION :

To be considered for approval the street closing application must be accompanied by a petition bearing the signatures of ALL residents and businesses on the block(s) to be closed and must indicate approval or disapproval of the requested street closing. The street closing application can only be approved when all residents and businesses approve the street closure.

ALCOHOLIC BEVERAGES:

WILL ALCOHOLIC BEVERAGES BE AVAILABLE? (Please check one) *YES: NO:
WHAT TYPE? (Check all that apply) BEER: WINE: LIQUOR: OTHER: _____
ESTIMATED AMOUNT? BEER: _____ WINE: _____ LIQUOR: _____ OTHER: _____
LOCATION OF ALCOHOLIC BEVERAGES: _____

*An Open Container Waiver must be obtained for any and all alcoholic beverages at this event (application attached). Alcoholic beverages are for lawful personal consumption only. No alcoholic provisions may be set up on the street. Any and all amount or type of alcoholic beverage must be kept only at the location stated herein and shall be observed by the permit holder who shall not allow under-age or intoxicated consumption.

MUSIC OR SOUND SYSTEM:

WILL MUSIC OR SOUND BE AVAILABLE? (Please check one) *YES: NO:
LOCATION OF MUSIC OR SOUND SYSTEM: _____

*No musician may play their instruments in the street. Any and all sound systems must be at the location stated herein and kept to a reasonably low volume. The City of Syracuse noise ordinance remains in effect at all times during the event.

Paul Linnertz
Chief of Fire

Kent Young
First Deputy Chief



Deputy Chiefs
Robert Cussen
Paul Cousins
Elton Davis
Tom Clarke
Barry Lasky

DEPARTMENT OF FIRE

Stephanie A. Miner, Mayor

Date: ___/___/___

Paul Linnertz, Chief of Department
Syracuse Fire Department
607 Public Safety Building
511 South State Street
Syracuse, New York 13202

Sir,

In return for the Syracuse Fire Department's approval to hold a neighborhood event in the

Block of _____

On ___/___/___, from _____ to _____

I hereby agree that the following conditions will be observed and met:

- Barricades will be manned at all times and removed promptly in the event access is necessary for emergency vehicles.
- The affected street(s) will be kept free and clear. Tables, chairs, booths, etc. SHALL NOT be placed in the street or allowed to project into the street proper.
- Unobstructed access to any fire hydrant or Fire Department Connections (FDC) shall be maintained at all times for those located within or adjacent to the designated use area.
- A clear 3 foot space must be maintained around the circumference of any fire hydrant within or adjacent to the designated use area.

As a representative of the sponsoring neighborhood residents, I accept the responsibility for observing these conditions.

Sincerely,

Signature

Print Name

Address

() ____ - ____
Phone Number

**SYRACUSE POLICE DEPARTMENT
PARADE/PUBLIC ASSEMBLY PERMIT
(CITY ORDINANCE SECTION 16-35)**

Requesting Organization:	Name of Applicant/Representative
Address:	Address:
Phone Business:	Phone Business:
Phone Home:	Phone Home:
E-mail	E-mail

Date of Application: _____ Reason/ Purpose of Application: _____

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PARADE APPLICATION:

Formation location: _____ Dispersal location: _____

Day/Date: _____ Start Time: _____ Finish Time: _____

Parade Route: _____

Continued _____ Sound System: YES ___ NO ___

Estimated Number of Participants: _____ # of Motor Vehicles (See requirements on reverse): _____

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PUBLIC ASSEMBLY APPLICATION :

Explain the Public Assembly (concert, protest, demonstration etc) _____

Date(s) of Assembly: _____ Start Time: _____ Finish Time: _____

Location(s) of Assembly: _____ Expected # of Participants: _____
 _____ Estimated Maximum # _____
 _____ Estimated Minimum # _____

Sound System: YES ___ NO ___ Speakers, names: _____

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Date of Issuance _____

Special Events Section C. O. _____

Uniform Bureau Deputy Chief _____

***** Police Stipulations _____ if checked see attached sheet

NOTICE TO PARADE/PUBLIC ASSEMBLY PERMIT APPLICANTS

Applicant/Authorized Representative, please be advised that the Syracuse Police Department does not provide police services free of charge for Parades/Public Assembly's where officers have to be brought in to cover the event. There will not be a charge for Police services when the Department determines that based on the size or type of event, routine patrol functions are sufficient. The Special Events Section will review the Police deployment and associated costs with the applicant (via telephone or face to face meeting) before the permit is issued.

The expense for each Officer will be based on the current hourly overtime rate. The number of officers assigned to an event will be determined by the Police Department taking into consideration the type of event, location of event, alcohol being served, the number of participants and the level of street usage approved for the event. The event organizer will be required to reimburse the Syracuse Police Department for Police deployment associated with the event within 30 days of receiving the invoice for services rendered.

The Syracuse Police Department shall determine if the Parade/Assembly requires the closure of the entire street, 1/2 the street or no closure of the street. Participants may be directed to use the sidewalk, based on the day of the week, time of day, and participant's safety.

Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of the Syracuse Police Department.

VEHICLE PARTICIPATION

Any motor vehicle participating in the any parade or public assembly must meet all New York State Vehicle & Traffic rules & regulations including valid registration, current insurance coverage, current NYS Inspection and the vehicle must be operated by a driver licensed to operate the type of motor vehicle involved. Proof of this requirement must be available for all vehicles and all drivers at the time of the event and must be produced if a Syracuse Police Officer so requests. Any motor vehicle or driver who does not have such proof on the day of the event will not be allowed to participate in the event.

*****This permit can be revoked due to emergency conditions that may arise before or during the course of the event for which granted, or for violations of any of the following regulations.*****

- 1) The applicant should carry a copy of this permit on his/her person during the event and will be designated as the contact person available to Police Officers for the transmission of messages or directions to all persons participating or attending the event. If the applicant is not going to be on scene then another individual must carry the permit and make his position known to the Police Officers on scene.
- 2) All persons participating in or attending the event shall obey the lawful commands of any Police Officer and shall conduct themselves in a lawful manner at all times.
- 3) Parades/processions will proceed at a constant pace and shall not be stopped (unless agreed to in advance, with the Police) except upon direction of the Police.
- 4) All sections/groups in a parade/procession shall remain in close proximity to each other and will not step out of line to perform independent maneuvers.
- 5) The normal flow of traffic shall not be deterred except in instances where a Police Officer performs this disruption.
- 6) If the actual number of participants exceeds the estimated maximum number of participants to the point where the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants or the public in general, the Police Department can, at its discretion, delay or cancel the event if.

Contact information:

Name: _____ Address: _____

Telephone Daytime: _____ Other Telephone: _____

E-mail _____

Signature: _____ Title: _____

(REQUIRED FOR ALCOHOLIC BEVERAGES)

DEPARTMENT OF POLICE
SYRACUSE, NEW YORK

Special Events Permit = Open Container Waiver
[City Ordinance Chapter 16, Article 14, Section 16.48]

Requesting Organization (including names of officers):

Address:

Name of Applicant:

Address:

Telephone Numbers:

Date of Application:

home

cellular

Day/ Date of Event:

Anticipated

Anticipated

Starting Time:

Ending Time:

Location:

Purpose of Event:

Expected Attendance:

Will Part of Street be Closed for this Event?

Yes*

No

Other information as the Chief of Police or his designee may deem reasonably necessary:

Date of Issuance:

Special Events Division C.O.

License Division

Deputy Chief of Police

*If YES, a Street Closing Permit must be obtained

This permit may be revoked due to emergency conditions which may arise before and during the course of the event for which granted, or for violation of any of the following regulations:

- 1) The applicant shall carry a copy of this permit on his person during the event and shall be designated the person available to police officers for the transmission of the message and instructions to all persons attending the event.
- 2) All persons attending the event shall obey the lawful commands of any police officer and shall at all times conduct themselves in a lawful manner.
- 3) That the proposed special event is of such character, size, and location as to be appropriate to and in harmony with the surrounding area and that the public neighborhood will not be endangered by the granting of such permit.

Signature of Applicant

Date