



DEPARTMENT OF PUBLIC WORKS
Ben Walsh, 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 (if applicable)
- 8) Open Container Permit Application (if applicable)
- 9) Copy of Notification Letter

REQUIRED SUBMITTALS AND CHECKLIST:

- **Application**
- **Application Fee** - \$25 non-refundable; check or money order payable to Commissioner of Finance.
- **Street Closing Petition** - Signed by 75% of residents and every business on the block being closed.
- **Fire Department Agreement** - Signed by Applicant.
- **Public Assembly Permit Application** - Required by the Syracuse Police Department for all street closing events.
- **Open Container Permit Application** - Required by the Syracuse Police Department *if alcohol will be served*.
- **Food Vendor Application** -List of Food Vendors (Food Trucks), if Utilizing - All Food vendors must be licensed through the City of Syracuse
- **Notification Letter** provided by the applicant must be sent to each household and business on the block/street (see enclosed notification letter requirements and include letter with submittals)

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 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

Jeremy Robinson
Commissioner



Ann Fordock
Deputy Commissioner

Martin E. Davis, L.S.
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS

Ben Walsh, 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 75% of residents and all 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 75% of residents, all businesses, and all residents and business receive a notification letter 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.**

Notification Requirements for Events with Street Closures *NEW REQUIREMENTS for 2019*

IT IS THE RESPONSIBILITY OF THE APPLICANT to notify all residents, churches and businesses along the closure area of the event. (the notification letter)

The applicant should pay special attention to churches and businesses that will be open during event hours. The applicant is also responsible for seeing that business tenants and residents on upper floors or in multiunit buildings receive the same notification and consideration as street-level tenants. Once notifications are sent, it is the responsibility of the applicant to deal directly with any issues or questions that may arise from the businesses and residents along the route.

Applicant shall deliver a hard copy letter to all addresses within the closure area or along the route, and surrounding any streets that will be closed **one** months prior to the event, and

The notification shall include:

- Name of the event
- Type of event
- Name of the business or organization hosting the event
- Event Date(s)
- Event Hours
- For each street being closed: i. Name of the street and its boundaries (i.e. "State St. from Main St. to Church St.) ii. Date closed iii. Time closed iv. Time opened
- Event Contact Person's Name
- Event Contact Person's Phone
- Event Contact Person's E-mail

Failure to comply with notification requirements may result in the denial or revocation of the permit for the use of city property for the event.

(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:

Date of
Application:

Telephone Numbers:

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

TURN THIS DOCUMENT IN TO
THE CITY PERMIT OFFICE IN CITY
HALL COMMONS
315-448-4718

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

PERMIT #: _____

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

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

PARADE APPLICATION:

Formation Location: _____ **Dispersal Location:** _____

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

Parade Route: _____

_____ **Sound System:** YES NO

Estimated Number of Participants: _____

Number of Motor Vehicle (see requirements on next page): _____

PUBLIC ASSEMBLY APPLICATION:

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

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

Location(s) of Assembly: _____ **Expected Number of Participants:** _____

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

Date of Issuance: _____

*****Police Stipulations*****

Special Events Section: _____

Support Services Bureau Deputy Chief: _____

if box is 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 of 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 the 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 any parade or public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a 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.

RULES & REGULATIONS

****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 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 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 that the Syracuse Police Department feels the assigned police coverage is not adequate to provide for a safe environment for the participants of the public in general, the Police Department can, at its discretion, delay or cancel the event.

7.) The following items are prohibited from being brought to or possessed by any participant in the event: Any and all firearms, swords, cane swords, knives of any type, baseball bats, flag poles, clubs or any item that may be used as a club, metal knuckles, plastic knuckles, fighting gloves or any gloves designed for the purpose of striking, chukka sticks, billy, blackjack, sand bag, sand club, sling shot, wrist brace type sling shot, shirken or "kung fu star", glas bottle, any bottle or container containing noxious liquids or sprays, shields or any sign of such size and material that it may be utilized as a shield, any weapon or any unlawful use of an object as defined in Articles 265 and 270 of the Penal Law of New York.

8.) All participants in the parade or event consent to a search of any knapsack, bag and/or reasonable searches of persons and articles of clothing as the Syracuse Police Department determines is necessary or will be prohibited from participating upon refusal.

I, the applicant, agree to all of the above:

Signature: _____

Date: _____

CONTACT INFORMATION

Name: _____

Title: _____

Address: _____

Telephone (Daytime): _____

Telephone (Other): _____

Email Address: _____



SYRACUSE FIRE DEPARTMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

Michael J. Monds
Chief of Fire

Steven P. Evans
First Deputy Chief

Deputy Chiefs

Robert Cussen
Elton Davis
Barry Lasky
Jeffrey Kite
John Kane

Date: ___/___/___

Michael J. Monds
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 block/restrict vehicular traffic 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

Fire Prevention Bureau
Syracuse Fire Dept.
201 E Washington St.
Suite 200
Syracuse, N.Y. 13202

Office 315 448 4777
Fax 315 448 4779

SFDsprinkler@syrqov.net

FirePrevention@syrqov.net

www.syrqov.net