



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Neighborhood Block Party/Street Closing Permit Application Instructions

Overview: The Neighborhood Block Party/Street Closing Permit is required for closing a city street in a residential neighborhood for a party or event.

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Permit Requirements:

- Application and additional documents **must be submitted 30 days prior to the event.**
- City street(s) will not be closed for personal or private events.
- The applicant must be 18 or older to apply, and age 21 or older if alcoholic beverages are available.
- Additional conditions apply regarding alcoholic beverages, music, and neighborhood approval (see application for details).
- Applicant must send each household, business, and church on the block/street a notification letter one month prior to the event (see enclosed notification letter requirements and include letter with submittals).

Additional Requirements:

These permits and licenses are required for the following uses. To apply, visit syr.gov/onlineapplications.

- Tent Permit: required for any tent larger than 400 square feet (20 feet x 20 feet).
- Food Vendor License: required for food trucks, trailers, pushcarts, and stands.
- Mobile Food Preparation Vehicle Permit: required for any vendor cooking, prepping, or serving food in or from a food truck or trailer.
- Propane Permit: required if propane will be used on the premises. This permit is not required for food vendors completing the Mobile Food Preparation Vehicle Permit.
- Stage Permit: required for any temporary use structure defined by the Building Code of New York State. To apply, email fireprevention@syr.gov.



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Application Checklist

- ☐ Completed Neighborhood Block Party/Street Closing Application.
- ☐ Non-refundable \$50 Application Fee. Check or Money Order payable to Commissioner of Finance.
- ☐ Street Closing Petition, signed by 75 percent of residents and every business on the block being closed.
- ☐ Copy of Notification Letter to be sent to residents, churches, and businesses along the closure area of the event.
- ☐ Parade/Public Assembly Permit Application: Required by the Syracuse Police Department.
- ☐ Open Container Waiver: Required by the Syracuse Police Department if alcohol will be served.
- ☐ Fire Department Agreement.
- ☐ Completed or sent to invited vendor(s) additional permits or licenses required for tents, food, propane and stages (if applicable).

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and additional documents must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | permits@syr.gov



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Neighborhood Block Party/Street Closing Permit Application

Applicant Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Location of Event: _____

Purpose of Event: _____

Date of Event: _____ Rain Date: _____ Time of Event: _____

Number of Adults: _____ Number of Children: _____

Neighborhood Petition:

To be considered for approval, the application must be accompanied by a petition with the signatures of 75 percent of residents and all businesses on the block(s) to be closed and must indicate approval or disapproval of the requested street closing. The application can only be approved when 75 percent of residents and all businesses approve of the street closure, and all residents and businesses receive a notification letter.

Alcoholic Beverages:

Will alcoholic beverages be available (circle 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 all alcoholic beverages at this event (page 9). Alcoholic beverages are for lawful personal consumption only. No alcoholic provisions may be set up on the street. Any 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 (circle one)? Yes / No

Location of music or sound system: _____

*No musician may play their instruments in the street. 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 during the entire event.



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Residential Street Closing Petition

Location of Event: _____ Purpose of Event: _____

Date of Event: _____ Rain Date: _____ Time of Event: _____

Neighborhood Petition: _____ (Please Check One)

RESIDENT	ADDRESS	APPROVED	DISAPPROVED



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Notification Letter Requirements

Overview: The applicant is required to notify all residents, churches, and businesses within a 1/4-mile radius of the closure area of the event (the Notification Letter). All events with street closures must meet the notification requirements listed below.

Notification Requirements for Events with Street Closures:

- The applicant should pay special attention to churches and businesses that will be open during event hours.
- The applicant is 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.
- The notification must be delivered no later than one month prior to the event.
- The applicant is required to work with individuals and business owners and to accommodate possible issues or conflicts in advance.
- The notification shall include:

Name of the Event
Type of Event
Event Date(s)
Event Hours
Name of Business/Organization Hosting the Event
Event Contact Name, Phone and Email
Name of Streets to be Closed & Boundaries (i.e. State St. from Main St. to Church St.)
Street Closure Dates(s)
Street Closure Hours

- A copy of the Notification Letter must be received by the City before it gets sent out. Once approved the notice must be mailed or hand delivered to the designated impacted areas.
- Depending on the events scale, impact, or history, applicants may be required to show proof of the notification delivery via a signed document listing the addresses notified.
- Efforts should be made to reach out to neighborhood groups and Tomorrow's Neighborhoods Today (TNT) meetings to spread the word about the event in the areas that will be impacted. Please reach out to the City if you need assistance contacting these groups.
- New events and applicants should reach out to the City for guidance on meeting the notification requirements.

Failure to comply with these notification requirements may result in the denial or revocation of the Neighborhood Block Party/Street Closure Permit for the use of City property for the event.



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Parade/Public Assembly Permit Application

City of Syracuse Department of Police

[Ordinance Chapter 16 Article 10 Section 16-35](#)

Requesting Organization:	Name of Applicant:
Address:	Address:
Business Phone:	Business Phone:
Home Phone:	Home Phone:
Email:	Email:

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

Parade Application:

Formation Location: _____ Dispersal Location: _____

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

Parade Route: _____

Sound System (circle one)? Yes / No Estimated Number of Participants: _____

Number of Motor Vehicles (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: _____

Expected Number of Participants: _____

Sound System (circle one)? Yes / No Speakers Names: _____

Date of Issuance: _____

Special Events Section: _____

Support Services Bureau Deputy Chief: _____

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

☐

If box is checked, see attached sheet.



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Notice to Parade/Public Assembly Applicants

Overview: The Syracuse Police Department (SPD) will review the Parade/Public Assembly Permit Application to determine the scope of private security required for your event based on the factors outlined below. The City and SPD reserve the right to require police officers at a parade/public assembly, or a combination of private security guards and police officers, if the event has security or safety requirements that exceed the scope, scale, and capability of private security companies and guards. In most cases, police officers will be necessary if the event requires road closures, such as a parade.

Determination of Officer Requirement:

The number of police officers assigned to an event, if any, will be determined by SPD after an evaluation of the following factors:

1. The size of the event (number of participants, vendors, vehicles, attendees, or any other involved entity).
Generally, for events with 200 participants or more, one police officer may be required for every 100 attendees, and every three police officers will require an additional supervisory officer.
2. The level of usage of the public right-of-way that gets approved for the event.
3. The presence of an alcohol waiver for the event.
4. The need for security given the type of the event. For example, a community block party may not require security guards or police officers. A parade or procession requiring the closure of multiple city streets, or the filming of a movie which closes streets or uses a significant portion of a park, will likely require police officers.

Costs for Services:

- There will not be a charge for services if SPD determines that routine patrol functions are sufficient. If SPD determines additional police officers are required, a cost for services will be provided.
- SPD's Special Events Section will review the police deployment and associated costs with the applicant by telephone or an in-person meeting before the permit is issued.
- The applicant will be provided with an invoice indicating the reason why officers are required, the number of officers, and estimated total cost of police presence before the permit is issued. The expense for each officer will be based on the current hourly overtime rate.
- The final number of required police officers will be approved by SPD and can be adjusted if needed.
 - If SPD increases the proposed number of required police officers, payment by the applicant for the increase will not be required (assuming the applicant has not altered the application).
 - If the invoice increases due to SPD's overtime rate, the applicant will be required to pay that cost. For this reason, the invoice will provide applicants with the best estimate of required services.
- The applicant and/or event organizer will be required to reimburse SPD for officer deployment associated with the event within 30 days of receiving the invoice for services rendered.



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Vehicle Participation:

- Any motor vehicle participating in any parade/public assembly must meet all New York State Vehicle & Traffic rules and regulations, including a valid registration, current insurance coverage, and current NYS Inspection.
- Each vehicle must be operated legally and safely 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 requested by an SPD officer. 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.

Search Requirements:

The City of Syracuse may require the search of participants and their belongings prior to entry into an event and may determine it is a necessary condition before approving the Parade/Public Assembly Permit. Any search requirement will be discussed with the applicant in advance to ensure the safety of all participants and the public. This requirement applies to the following:

- If the event is one requiring elevated high security, such as the presence of a public figure or other dignitary.
- If the event is held within an enclosed space where the normal course of business requires it (i.e. City Hall).

Rules and Regulations:

The Parade/Public Assembly Permit may be revoked due to emergency conditions that may arise before or during the event for which it is granted, or for violating any of the following regulations:

1. The applicant must carry a copy of this permit on them during the event and will be the designated contact person to police officers for the transmission of messages or directions to all persons attending the event. If the applicant is not in attendance, then another authorized individual must carry the permit and make their role known to police officers on the scene.
2. All event attendees must obey the lawful commands of any police officer and conduct themselves in a lawful manner.
3. Parades or processions must proceed at a constant pace and not be stopped unless approved or given direction by the Police.
4. All groups in a parade or procession must remain near each other and not step out of line to perform independent maneuvers.
5. The normal flow of traffic must not be deterred except in instances where a police officer so directs or orders.
6. If the actual number of participants exceeds the estimated maximum number of participants and SPD determines the assigned police coverage is not adequate to provide a safe environment for the participants or the public in general, the event may be delayed or cancelled.
7. The applicant and the sponsoring organization understand that each person present at the event or seeking entry to the event is prohibited from transporting, selling, using, possessing, or facilitating the possession of any weapon prohibited and defined by New York law (NY Penal Law, Articles 265 and 270) and Federal law (18 USC § 922(a)(3); 18 USC § 922; and 18 USC § 930(g)(2)).
8. SPD will determine if the parade/public assembly requires the closure of the entire street, half 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.
9. Two events will not be allowed to use the same route/assembly location without written permission of both requesting organizations and the approval of SPD.



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I, _____, understand and agree to comply with all requirements listed above:

Print Name

Signature: _____ Date: _____

Contact Information:

Name: _____ Title: _____

Address: _____

Phone (Daytime): _____ Phone (Other): _____

Email: _____



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Special Events Permit Open Container Waiver

City of Syracuse Department of Police

Ordinance Chapter 16, Article 14, Section 16.48

Requesting Organization (including names of officers): _____

Address: _____

Name of Applicant: _____ Address: _____

Date of Application: _____ Home Phone: _____ Cell Phone: _____

Day/Date of Event: _____ Start Time: _____ End Time: _____

Location: _____

Purpose of Event: _____

Expected Attendance: _____ Will part of the street be closed for this event (circle one)? Yes / No

If yes, a street closing permit must be obtained.

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

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

1. The applicant must carry a copy of this permit on them during the event and be the designated person available to police officers for the transmission of messages and instructions to all persons attending the event.
2. All event attendees must obey the lawful commands of any police officer and conduct themselves in a lawful manner.
3. The proposed event must be of the appropriate character, size, and location based on the surrounding area and not endanger the public or neighborhood in any way

Applicant Signature: _____ Date: _____

Date of Issuance: _____ License Division: _____

Special Events Division C.O.: _____ Deputy Chief of Police: _____



FIRE DEPARTMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

Fire Department Street Closure Agreement

In return for the Syracuse Fire Department's approval to block/restrict vehicular traffic in the Block of

Location / Area of Street Closure

on _____, _____ from _____ to _____
Day Date Start Time Finish Time

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

- Barricades will be always manned 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. that are not readily moveable 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) must be always maintained 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

Email

Fire Prevention Bureau

One Park Place, 300 South State St., Suite 700, Syracuse, NY 13202
Phone 315-228-4777 | Fax 315-448-4779 | fireprevention@syr.gov