



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:**

- **Application and Affidavit** – Page 2.
- **Application Fee** – \$25 non-refundable; check or Money Order payable to Commissioner of Finance.
- **Street Closing Petition** – Signed by a member of every household and business on the block being closed.
- **Fire Department Agreement** – Signed by Applicant.
- **Requests for Additional City Services**, if applicable.
  - Signs, electrical needs, generators, bandwagon, bleachers, garbage barrels, trash pickup, etc.
- **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*.

**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](mailto:CentralPermitOffice@SyrGov.net)  
[www.syr.gov.net/Central\\_Permit\\_Home.aspx](http://www.syr.gov.net/Central_Permit_Home.aspx)



Martin E. Davis, L.S.  
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  
Stephen Cavuto  
William Elderbroom  
Mark Zoanetti  
Todd Milton

**DEPARTMENT OF FIRE**

Stephanie Miner, Mayor

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Paul Linnertz, Chief of Department  
Syracuse Fire Department  
511 S. State St.  
Syracuse, NY 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:

1. Barricades will be manned at all times and removed promptly in the event access is necessary for emergency vehicles.
2. The affected street 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.

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

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
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: \_\_\_\_\_

.....  
**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): \_\_\_\_\_

.....  
**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: \_\_\_\_\_

.....  
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, ½ 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: \_\_\_\_\_

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 Starting Time:

Anticipated 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

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.

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Signature of Applicant

Date