



THE CITY OF NEW YORK COMMUNITY BOARD SIX

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District Manager

*** SERVICE MEMO ***

TO: Board Members, Civic/Block Associations, Interested Parties

FROM: Craig Hammerman, District Manager

RE: **Street Activity Permits**

DATE: February 2011

In preparation for this year's season of street activities, the following reminders regarding street closing procedures should prove helpful. Now that the City is requiring applicants to submit their permit applications online, please note that some of our guidelines have changed to reflect these new procedures.

"Street Activity Permits" are required for Street Fairs, Block Parties and Block Sweeps. For Block Parties or Block Sweeps in planning your event please bear in mind:

- 1) ALL APPLICANTS MUST USE THE CITY'S ONLINE SYSTEM TO PROCESS STREET ACTIVITY PERMIT APPLICATIONS. You must create an account for yourself and submit your application electronically. Please visit the following link for further instructions: <http://www.nyc.gov/html/cecm/html/home/home.shtml>
- 2) If you would like help navigating the new system or need access to a computer, *please call us to make an appointment to visit our district office*. You will need to bring your bank card (to pay for the \$15.50 application processing fee) and your block association letter or petition with you (*see item #6 below*)
- 3) **Allow a minimum of sixty (60) days for your permit to be processed.** Block closings can only last a maximum of 9 hours in duration; events can begin as early as 9:00 AM and must end no later than 9:00 PM. A maximum of three (3) closings on non-consecutive days will be processed per block per year. We will not process applications with a lead time of less than 60 days – *they will be rejected* by the Street Activity Permit Office.
- 4) For reasons of public safety, we ask that you **avoid scheduling events on holiday weekends**, especially the July 4th weekend. Any sought-after holiday weekend event must be pre-approved by your local police precinct *prior* to Community Board processing.
- 5) The **\$15.50 application processing fee must be paid electronically** by either credit or debit card. No other form of payment will be accepted. This fee is non-refundable.

- 6) As part of your online application, **upload a letter from your Block Association** saying that they have consented to the closing, or in the absence of an organized association a letter/petition signed by at least 20 affected block residents with their corresponding street addresses and email addresses (if available). This document is a Brooklyn Community Board 6 requirement. Without a letter or petition our office will automatically recommend that your event be denied. If you are unable to upload this document, you can email, mail, fax or hand-deliver it to our office. Please make sure that we receive the document at least sixty (60) days before your event date.
- 7) The District Office will process permit applications Monday through Friday, 10:00 AM to 3:00 PM.

TIPS FOR A SUCCESSFUL EVENT

- Do not close off streets by parking cars at the intersections. This practice is illegal and a threat to public safety. Consult your local police precinct for advice on how best to safely close off the street.
- Make sure that any school, house of worship, or other institution or business on your block is aware of the closing.
- "NO PARKING" paper signs may be made available through the local police precinct. When posting these signs do not pin, staple, tack or nail them onto trees. This practice causes harm to the tree and is a summonsable offense. Tape or string is recommended.
- Sound device permits for the use of electronic sound amplification devices (i.e., speakers, amplifiers, microphones, etc.) may be obtained directly from your local police precinct. The Police Department charges a separate \$45 fee for sound device permits.
- Do not use hydrants unless they have spray caps on them. Access to hydrants and spray caps are available through the Fire Department.
- Make arrangements for recycling appropriate materials and for policing the area for litter. Remember: Don't Litter and Do Recycle! More information about block party recycling is available at: <http://www.nyc.gov/html/nycwasteless/html/recycling/streetevents.shtml>

Thank you and have a safe and enjoyable event!