



THE CITY OF NEW YORK COMMUNITY BOARD SIX

Marty Markowitz
Borough President

Jerry Armer
Chairperson

Craig Hammerman
District Manager

*** SERVICE MEMO ***

TO: Board Members, Civic/Block Associations, Interested Parties
FROM: Craig Hammerman, District Manager
RE: **Street Activity Permits**
DATE: March 1, 2004

Happy (approaching) Vernal Equinox! In preparation for this year's season of street activities, the following reminders regarding street closing procedures should prove helpful.

"Street Activity Permits" are required for Street Fairs, Block Parties and Block Sweeps. For Block Parties or Block Sweeps, in planning your event please be advised of the following:

- 1) **Allow sixty (60) days for your permit to be processed.** Remember, Block closings for parties or other recreational events can begin as early as 9:00 AM and *must end no later than 9:00 PM*. A maximum of three (3) closings will be processed per block per year. CB6 cannot process applications with a lead time of less than 60 days – *they will be rejected* by the Mayor's Street Activity Permit Office.
- 2) 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 approved by the local police precinct *prior* to Community Board processing.
- 3) Bring a **Certified Check or Money Order in the amount of \$15.00** made payable to the "Department of Finance" to the District Office to accompany your application (payment is not required for Block Sweeps). No other form of payment will be accepted. This fee is non-refundable, even if the event is cancelled. We strongly urge groups to pick a rain date, which leaves open the possibility of holding an event without having to start the application process over again.
- 4) **Bring four (4) 37¢ postage stamps** to the District Office to accompany your application (three stamps are required to mail the application to the Mayor's Street Activity Permit Office and one additional stamp to mail a copy of the application back to the applicant). No other form of payment will be accepted.
- 5) **Bring a letter** from your Block Association consenting to the closing or, in the absence of an organized association, a letter/petition signed by at least 20 block residents with their corresponding addresses.
- 6) The District Office will process permit applications Monday through Friday, 10 AM to 3 PM.

TIPS FOR A SUCCESSFUL EVENT

- Do not close off streets by parking cars at the intersections. This practice is illegal and poses 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 at the 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!

Thank you and have a safe and enjoyable event!