



# YORKTOWN POLICE DEPARTMENT

## PARADE/DEMONSTRATION/SPECIAL EVENT APPLICATION

NAME OF APPLICANT		CELL PHONE	
ADDRESS		BUSINESS PHONE	

*IF CONDUCTED ON BEHALF OF AN ORGANIZATION COMPLETE THE FOLLOWING:*

NAME OF ORGANIZATION		PHONE NUMBER	
ADDRESS			
AUTHORIZED HEAD OF ORGANIZATION			

EVENT CHAIRPERSON'S NAME		PHONE NUMBER	
ADDRESS			

EVENT DAY		EVENT DATE		ASSEMBLY TIME	
ASSEMBLY LOCATION					
EVENT START TIME		EVENT END TIME			
NUMBER OF PERSONS PARTICIPATING		NUMBER OF VEHICLES PARTICIPATING		NUMBER OF ANIMALS PARTICIPATING	
REQUEST TO UTILIZE SIDEWALK:	Check One YES NO		REQUEST TO UTILIZE ROADWAY:	Check One YES NO	
REQUESTED PARADE ROUTE OR DEMONSTRATION LOCATION OR SPECIAL EVENT LOCATION					

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

**SUBMIT THIS COMPLETED AND SIGNED APPLICATION TO:** YORKTOWN POLICE DEPARTMENT  
2281 CROMPOND ROAD  
YORKTOWN HEIGHTS, N. Y. 10598

DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_\_     DENIED     APPROVED     APPROVED WITH CONDITIONS

**SEE REVERSE SIDE FOR EXPLANATION**

**FOR DENIAL AND ANY CONDITIONS:** \_\_\_\_\_  
CHIEF OF POLICE



# YORKTOWN POLICE DEPARTMENT

## PARADE/DEMONSTRATION/SPECIAL EVENT APPLICATION

Your application for a Parade/Demonstration/Special Event Permit **has been denied** for the following reason(s):

	<p><b><u>INSUFFICIENT NOTIFICATION</u></b></p> <p><i>To review the requested route and/or location, make modifications if required, make notifications to: personnel of schedule changes, emergency services, news media, business, the Permit Application must be submitted for review forty-five days prior to the requested date.</i></p>	Town Code 210-5
	<p><b><u>INSUFFICIENT DETAILS</u></b></p> <p><i>to review the requested the following must be stated on the application:</i></p> <ul style="list-style-type: none"> <li>• <i>specific detailed route,</i></li> <li>• <i>specific date and time,</i></li> <li>• <i>specific assembly location,</i></li> <li>• <i>applicant's name, address phone number,</i></li> <li>• <i>number of persons attending, number of vehicles</i></li> </ul>	Town Code 210-3B
	<p><b><u>SUBSTANTIAL INTERRUPTION</u></b></p> <p><i>The requested route and/or location will cause substantial interruption of the safe and orderly movement of traffic and or will interfere with fire, EMS and police service to the neighboring area.</i></p>	Town Code 210-4B, 210-4C 210-4D
	<p><b><u>ADDITIONAL PERSONNEL NEEDED</u></b></p> <p><i>The route and or location as outlined on the Parade/Demonstration/Special Event Permit Application will necessitate the need for calling-in additional staffing. <b><u>The cost for the additional manpower will be the responsibility of the event applicant.</u></b></i></p>	Town Code 210-4B
	<p><b><u>COSTS &amp; POLICE SERVICE CONTRACT</u></b></p> <p><i>See attached estimate for traffic control service contract that must be returned signed and notarized prior to Parade/Demonstration/Special Event Permit being issued.</i></p>	
	<p><b><u>ALTERNATIVE ROUTE, TIME , DATE</u></b></p> <p><i>An adjustment to the route, time and or date may negate some of the impact.</i></p>	Town Code 210-6
	<p><b><u>NOTIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• <i>Applicant must send registered letters to all the businesses and residences in the effected area.</i></li> <li>• <i>Applicant must attach copies of the registered letters that were sent to all the businesses and residences in the effected area.</i></li> </ul>	
	<p><b><u>OTHER</u></b></p> <hr/> <hr/> <hr/> <hr/>	