



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
1 CAPTAIN KENNETH SGROI PLAZA
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):

<u>INSUFFICIENT NOTIFICATION</u>	Town Code 210-5
<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>	
<u>INSUFFICIENT DETAILS</u>	Town Code 210-3B
<i>to review the requested the following must be stated on the application:</i>	
<ul style="list-style-type: none">• specific detailed route,• specific date and time,• specific assembly location,• applicant's name, address phone number,• number of persons attending, number of vehicles	
<u>SUBSTANTIAL INTERRUPTION</u>	Town Code 210-4B, 210-4C 210-4D
<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>	
<u>ADDITIONAL PERSONNEL NEEDED</u>	Town Code 210-4B
<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. <u>The cost for the additional manpower will be the responsibility of the event applicant.</u></i>	
<u>COSTS & POLICE SERVICE CONTRACT</u>	
<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>	
<u>ALTERNATIVE ROUTE, TIME , DATE</u>	Town Code 210-6
<i>An adjustment to the route, time and or date may negate some of the impact.</i>	
<u>NOTIFICATIONS</u>	
<ul style="list-style-type: none">• Applicant must send registered letters to all the businesses and residences in the effected area.• Applicant must attach copies of the registered letters that were sent to all the businesses and residences in the effected area.	
<u>OTHER</u>	
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