

**TOWN OF OYSTER BAY**  
 Department of Public Works  
 Highway Division  
 150 Miller Place  
 Syosset NY, 11790  
 Telephone: (516) 677-5839  
 Fax: (516) 677-5835

**APPLICATION FOR \_\_\_\_\_ APPROVAL**

**REQUIREMENTS:**

- Please state the reason for this event.
- If your proposed event/route falls under the jurisdiction of the State and/or any incorporated villages within the Town of Oyster Bay, it is your responsibility to contact said municipality(s) for approval.
- If your proposed event requires approval regarding the use of any Town of Oyster Bay Public Works parking lot, please call (516) 677-5766.
- If your proposed event requires approval regarding the use of any Town of Oyster Bay Parks Department facility or showmobile, please call (516) 797-4120.
- Notification to the surrounding community(s) of the proposed event concerning any road closures/traffic rerouting is your responsibility.
- RETURN THIS COMPLETED APPLICATION TO THE HIGHWAY DIVISION IN ORDER THAT WE MAY CLEAR YOUR REQUEST THROUGH THE NASSAU COUNTY POLICE DEPARTMENT. YOU MUST FORWARD A COPIES OF THE ABOVE REQUESTED APPROVAL(S) AND NOTIFICATION TO SURROUNDING COMMUNITY PRIOR TO YOUR EVENT TO THE TOWN OF OYSTER BAY'S HIGHWAY DIVISION PRIOR TO THE ISSUANCE OF THIS PERMIT.

Please print clearly and answer all questions. Application must be filed at least 30 days before date of event.

1. Name of Applicant	Address	Email Address	Telephone Number
2. Name of Organization	Address	Telephone Number	
3. Name of person in charge	Address	Telephone Number	
4. Date of Event	5. Starting Time	6. Approximate Termination Time	
7. No. of Persons	8. No. of Vehicles (if any)	9. Type of Vehicles	
10. No. and type of Anima(s) (if any)	11. Max. Intervals between Units	12. Max. Length	
13. Minimum Speed	14. Maximum Speed	15. Time of Assembly	
16. Assembly Area	16a. Street	16b. Hamlet	
17. Route of Street(s) to be travelled			

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

**FOR OFFICE USE**

Having filed an application which has been referred to and cleared by the Nassau County Police Department and being that there is no objection by the Town Board, the foregoing organization is granted permission to conduct an event under conditions stated above.

Copies to:	N.C.P.D. _____	Town of Oyster Bay:
	Fire Dept(s) _____	Town Board _____
		Public Information _____
		Highway Dept. _____
		Public Safety _____

**JOHN C. TASSONE, Deputy Commissioner DPW/Highway Division** \_\_\_\_\_