

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 Animal(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 BISHOP, Deputy Commissioner DPW/Highway Division _____



**TOWN OF OYSTER BAY
ADDENDUM TO PERMIT APPLICATION**

Applicant Name: _____

Event Description: _____

Event Date: _____

The permit holder agrees that while conducting the activity allowed under this permit, it shall follow all applicable New York State Guidelines and Executive Orders with respect to COVID-19 and shall ensure that all participants follow such Guidelines and Orders. By accepting this permit, the permit holder agrees that it is the sole “Responsible Party,” as such term is defined by the New York State Guidelines. The permit holder further recognizes and understands that the activity is subject to cancellation at any time to prevent harm to the population from COVID-19, or any other threat to public health and/or safety.

For your convenience, New York State Guidelines are available at <https://forward.ny.gov/>.

Applicant Signature

STATE OF NEW YORK)
) ss:
COUNTY OF NASSAU)

On the _____ day of _____, 20__, before me, the undersigned, personally appeared _____ personally know to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument

Notary Public