



Village of Wellsville

Code Enforcement Office

156 North Main Street * Wellsville, New York 14895

Phone: (585) 593-1121 * FAX: (585) 593-7260

James Schieder, Code Enforcement Officer Cell (607) 382-3936

APPLICATION FOR A SPECIAL EVENT PERMIT

1. Special Event:

Name of Event

Date(s)

Time(s)

of Participants

Type of Special Event (Check all that apply):

Parade or Procession Assemblage Walk-a-thon Festival Other _____

2. Location (specify highways by number and/or street name):

3. Applicant Information:

Applicant (city/town/village organization, person)

Authorized Representative (if different from Applicant)

Mailing Address

Telephone (including are code)

City, State, Zip Code

Cell Phone (including area code)

Email Address

Email Address (if different from Applicant)

Web Site Address (if appropriate)

APPLICATION FOR A SPECIAL EVENT PERMIT (Contd.)

4. The permit application requires additional information for submittal.

- * Must be submitted at the time of application.**
- ** Must be submitted a minimum of two weeks prior to the event date.**

_____ **Appendix ‘A’ - Official Map, Event Brochure and Event Application ***
 The applicant shall provide an official map, event brochure and event application form (if applicable).

_____ **Appendix ‘B’ - Operations Plan ***
 The applicant shall provide an Operations Plan. Attach the completed checklist.

_____ **Appendix ‘C’ – Insurance Certificate (in Applicant’s Name)****
 The applicant shall provide acceptable documentation of required insurance before a permit can be issued. If the applicant is a Municipality.

_____ **Appendix ‘D’ – Approval Letters and/or Confirmation of Dedicated Emergency Medical and Police Services for the event ****
 The applicant shall list all municipalities and entities that will be affected by the event as well as those entities that will be providing dedicated law enforcement and/or emergency services. Individual letters from each of these groups must be provided on official letterhead.

_____ **Appendix ‘E’ – Perm 33 Highway Work Permit ** (if applicable)**
 A Perm 33 Highway Work Permit is needed when a fixed object such as a banner is placed in the highway right of way, even if it is temporary. The applicant for a Perm 33 must be a Municipality. Temporary traffic signs, cones, and Changeable Message Signs (CMS) used as part of the event will be authorized by the Perm 33b and do not require a separate Perm 33.

5. Acknowledgement. On behalf of the applicant, I hereby request a Special Event Permit, and do acknowledge and agree to the terms, conditions and obligations set forth in this permit and warrant compliance therewith. The attached appendixes are also made a part hereof and attached hereto.

Application Received by:

Applicant or Authorized Representative’s Signature

Kathy Kinder, Village Clerk

Date

Date Received by Village Clerk