



Permit Application

Town of DeWitt Police Department
5400 Butternut Drive
East Syracuse, NY 13057
Phone: (315)449-3640 Fax: (315)449-3644



PERMIT TYPE () PARADE PERMIT () ROAD RACE () PUBLIC ASSEMBLY () OTHER EVENT

Date of Application: _____

Requesting Organization: _____

Organization Address: _____

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

EVENT

Date: _____ Time: _____ Location: _____

Purpose: _____

Expected Number of: Participants _____ Vehicles _____

Will there be a sound system? _____ Public Speakers? If so, Who: _____

Formation Point: _____ Dispersal Point: _____

Police Action Required? If so, What: _____

Traffic Control Required? _____ If so, what type? _____

Road Closers required? _____ If so, which roads? _____

NOTE: Our clerical staff will notify the applicant of the status of your request a minimum of 3 days prior to the event date. If approved, be advised that all local ordinances and New York State Laws must be adhered to for your requested event. If your event affects private property the duty is on you to gain written permission from the owner of said property. *See reverse side for rules and regulations.

Chief of Police / Designee
APPROVAL

- Notify: () Applicant
- () 911 Center
- () Fire / Ambulance Service
- () Supervisor's Office
- () Other _____

RULES AND REGULATIONS

- 1. All permits must be approved by the Town of DeWitt Police Department.**
- 2. All persons attending the event shall obey the lawful commands of law enforcement and conduct themselves in a lawful manner.**
- 3. The proposed event is of such character, size, and location as to be appropriate and in harmony with the surrounding area and that the public health, morals, safety, and general welfare of such neighborhood will not be endangered.**
- 4. All sections of groups in a procession shall remain in as close proximity to each other as possible and are not allowed to perform maneuvers out of line of march.**
- 5. The normal flow of traffic shall not be deterred except in instances when police escorts provide the service.**

Parade/Public Assembly permits are issued pursuant to DeWitt Town Code - Chapter 134.

§ 134-1. Purpose.

It is the purpose of this chapter to give sufficient time, prior to the described events involving a large concentration of persons upon the public highways within the Town of DeWitt, outside the Village of East Syracuse, to permit town departments and others affected thereby to discharge their duties in providing:

- A. Protection for said persons.
- B. Protection for the traveling public.
- C. Continuity and coordination of emergency services to the community.

§ 134-2. Permit requirements.

- A. Permit required. No person, society or organization of any name or nature shall assemble, congregate, parade or march in or through any of the streets of the town without first securing a permit therefor in accordance with this section.
- B. Written application for a permit upon forms available for such purposes shall be made at the office of the Chief of Police not less than forty-eight (48) hours preceding the event. The applicant shall state the number of persons expected to participate in the event, the location or route to be followed, the duration of the event and such other related information as may be required.
- C. Upon reviewing and approving said application, the Chief of Police shall transmit a copy of said permit to the Supervisor, the Chief of the Fire Department and such other town departments that may be affected by the event and the ambulance service for the area.
- D. The applicant shall carry a copy of said permit on his person during said event and shall be the designated person available to police officers for the transmission of messages and instructions to all persons attending the event.
- E. All persons attending the event shall obey the lawful commands of police officers and shall at all times conduct themselves in a lawful manner.
- F. Exemptions. No permit shall be required for movements of school children when under the supervision of school personnel or for a funeral procession.

Signature of Applicant: _____ **Date:** _____