

APPLICATION NO. \_\_\_\_\_

**APPLICATION FOR A PERMIT UNDER AN ORDINANCE TO REGULATE PARADE, ROAD RACES  
AND SIMILAR EVENTS WITHIN THE TOWN OF CORTLANDT, WESTCHESTER COUNTY, NEW YORK**

Permission is hereby requested by the undersigned to conduct a Parade, Road Race or Similar Event in the Town of Cortlandt.

1. NAME, ADDRESS & TELEPHONE NUMBER OF PERSON/PERSONS REQUESTING TO CONDUCT SUCH AN EVENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. IF THE EVENT IS PROPOSED TO BE CONDUCTED FOR, ON BEHALF OF, OR BY AN ORGANIZATION, LIST THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE HEADQUARTERS OF THE ORGANIZATION AND THE AUTHORIZED AND RESPONSIBLE INDIVIDUALS WHO ARE IN CHARGE OF THE ORGANIZATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. NAME, ADDRESS & TELEPHONE NUMBER OF THE CHAIRMAN OF THE EVENT WHO WILL BE RESPONSIBLE FOR ITS CONDUCT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. DATE EVENT IS TO BE CONDUCTED (ALTERNATE DATE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. ROUTE TO BE TRAVELED, STARTING POINT AND TERMINATION POINT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. APPROXIMATE NUMBER OF PERSONS, ANIMALS, VEHICLES, ETC., WHICH WILL CONSTITUTE SUCH EVENT, TYPE OF ANIMALS AND DESCRIPTION OF VEHICLES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. HOURS THE EVENT WILL START AND TERMINATE \_\_\_\_\_  
\_\_\_\_\_

8. STATEMENT AS TO WHETHER THE EVENT WILL OCCUPY ALL OR ONLY A PORTION OF THE WIDTH OF THE STREETS PROPOSED TO BE TRAVERSED \_\_\_\_\_  
\_\_\_\_\_

9. LOCATION BY STREETS OR ASSEMBLY AREAS FOR SUCH EVENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. TIME AT WHICH UNITS OF THE EVENT WILL BEGIN TO ASSEMBLE AT THE DESIGNATED AREA \_\_\_\_\_  
\_\_\_\_\_

11. IF THE PARADE IS DESIGNED TO BE HELD BY, AND ON BEHALF OF OR FOR ANY PERSON OTHER THAN THE NAME LISTED ON THE APPLICATION, THE APPLICANT FOR SUCH PERMIT SHALL FILE A COMMUNICATION IN WRITING FROM THE PERSON PROPOSING TO HOLD SUCH AN EVENT AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF.

12. ATTACH PROOF OF INSURANCE IN THE AMOUNT OF ONE MILLION DOLLARS (\$1,000,000.00), LISTING THE TOWN AS "ADDITIONAL INTEREST INSURED."

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Applicant

APPROVED BY:

\_\_\_\_\_  
DIRECTOR OF ENVIRONMENTAL SERVICES

\_\_\_\_\_  
DATE

(NOTE: ATTACH ADDITIONAL SHEETS FOR INFORMATION IN WHICH APPLICANT FEELS MAY BE HELPFUL IN THE REVIEW OF THIS APPLICATION)  
(OUTLINE ROUTE OF EVENT ON ATTACHED MAP)