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All applications may be submitted directly to SAPO at:
www.nyc.gov/sapo

COMMUNITY BOARD #12, MANHATTAN

STREET ACTIVITY RULES & REGULATIONS

THE APPLICANT IS RESPONSIBLE FOR NOTIFYING THE CB#12 MANHATTAN OFFICE THAT A STREET ACTIVITY APPLICATION HAS BEEN FILED ONLINE WITH SAPO. FAILURE TO ALERT THE OFFICE CAN LEAD TO DISAPPROVAL OF THE PERMIT.

I. INTRODUCTION

Community Board 12, Manhattan (CB#12) recognizes that community-based organizations and groups may wish to hold street activities in Washington Heights & Inwood. This may require the closing of streets to normal vehicular traffic, limiting parking, and causing noise and sanitation problems. For the community's best interests, CB#12 has adopted the following guidelines to evaluate street activity permit applications.

II. DEFINITIONS

SPONSORS: A sponsor shall be a bona fide community-based, not-for-profit organization, association, or the like, which provides services to the residents of the specific street or surrounding area, for which the event is proposed. The sponsor shall demonstrate it has the support of the community and is willing to take full responsibility for the conduct of the event. All applications for street activity permits must be completed, endorsed, and submitted by the authorized person to act on behalf of the sponsor in connection with the application.

CB#12 BOUNDARIES: Community Board #12, Manhattan, serving the area of Washington Heights and Inwood, extends from the Harlem River to the Hudson River and covers West 155th Street north to West 220th Street.

STREET ACTIVITY: Defined as affairs, celebrations, commemorations, community events, expositions, fairs, festivals, and presentations whose nature may be considered artistic, civic, cultural, educational, ethnic, fraternal, literary, medical, recreational, sporting, patriotic, social, or religious. They fall into these categories based on size:

- ♦ A **Block Event** is generally festive, recreation, or sports-oriented, reflecting a strong neighborhood purpose. It may be a celebration, a commemoration, a religious observance, or a medical/civic or educational event. This event is limited to one day and one block.
- ♦ A **Special Event** is generally artistic, civic, cultural, educational, fraternal, literary, or religious. It is sponsored by a recognized group or combination of groups organized and in existence within CB#12 for no less than one year. This event is limited to one day and may cover more than one block.
- ♦ **Major Events: Multi-day/Multi-block events are not approved by CB#12. They can only be approved by the Office of Street Activity Permits.**

III. LOCATION OF STREET ACTIVITY

- A. A location within CB#12 may be used for an activity only once in a given month from April 15 to October 15. CB#12 will not recommend approval of special events planned at locations within ten (10) blocks of each other. There shall be no more than one (1) special event planned per police precinct per day.
 - 1. CB #12 will not approve more than two (2) street activities per organization or group per season.
 - 2. Permits will be issued on a first-come, first-served basis.
 - 3. Preference will be given to the community-based organizations (CB #12, Manhattan from W 155th St. to W 220th St.
- B. SITE RESTRICTIONS: CB#12 will not recommend for approval the following locations.
 - 1. CB#12 will not close arteries feeding major streets or highways carrying a high volume of traffic, including a) 155th Street East; b) 165th Street from Riverside to St. Nicholas Ave; c) 175th Street East of Broadway; d) 181st Street river to river; e) Magaw Place; f) Dyckman Street from river to river; g) 207th Street from Broadway to the river; h) any other area in CB#12 that may be problematic
 - 2. CB#12 will not recommend closing that interferes with a firehouse, police station, U.S. Post Office, or any emergency service facility.
 - 3. CB#12 will not recommend closing a bus route street unless the applicant has made arrangements with the appropriate transportation agency for rerouting bus traffic, and submits proof with the street activity application.
 - 4. CB#12 will not recommend closing any street within one thousand (1,000) feet of nursing homes, senior residences, or hospitals.
 - 5. CB#12 will not recommend closing any street that will disrupt the normal functions of schools, daycare centers, senior centers, houses of worship, funeral homes, or museums unless the applicant presents a letter(s) of approval from the head of any affected institution with the street activity application.
 - 6. CB#12 will not recommend closing any street that will disrupt any service or retail business establishment unless the sponsor obtains letter(s) of approval from all businesses, which would have their normal delivery and customer service access impacted by the proposed activity.
 - 7. CB#12 will not recommend closing any street that will interfere with the entry/exit of parking garages or auto service stations.

IV. **DATE AND HOURS FOR ACTIVITY**

This table outlines the maximum hours based on the type of activity:

Type of Activity	Day of the Week	# of Blocks	Hours/Functions
Block Event	Anyone (1) day of the week	One (1) block	10:00 AM - Begin Set-up*
Special Events	Anyone (1) day of the week	More than One (1) Block	11:00 AM - Open to the Public
			7:00 PM - Closed to the Public
			8:00 PM - Completed clean-up

* Set-up may not begin before the specified time on the date of activity.

V. **CONDUCT OF STREET ACTIVITY**

A. SPONSOR'S RESPONSIBILITIES:

1. Compliance with all applicable police, fire, environmental (*i.e., sound permit*), health and safety codes, regulations, ordinances, the laws of the City of New York, and CB#12 guidelines.
2. Compliance with requirements set forth by the Mayor's Community Assistance Unit and outlined on the reverse side of the application for a Street Activity Permit.
3. Compliance with the NYC Department of Parks' regulations, should the activity adjoin or abut a public park wherein a permit and bond are required.
4. Assure that no activity leads to situations where the public welfare may be placed at risk.
5. Maintain a minimum of eight (8) feet of clear sidewalk for pedestrian traffic.
6. Must strongly publicize utilization of public transportation to the activity, as there will be **NO PARKING AVAILABLE** for the event.
7. Five (5) days before the event, the sponsor should post flyers in the buildings of the affected street(s) and adjacent blocks. Boilerplates will be provided by CB#12, and the sponsor will make copies.
8. On the day of the event, the four corners must be posted with proper documentation from SAPO.

B. PROHIBITION OF CERTAIN ACTIVITIES: (See permit application for complete list)

1. The sale or distribution of alcoholic beverages.
2. Gambling.
3. Large rides are known as "common show rides" such as those used in an amusement park.

C. Failure to follow these and all applicable rules & regulations shall constitute sufficient grounds for CB#12 to deny recommendation of any future street activity permit application by the sponsor and/or applicant. CB#12 seriously considers infractions and violations reported by NY City & State agencies and complaints received from community residents.

VI. FILING AN APPLICATION FOR A STREET ACTIVITY PERMIT (SINGLE DAY/SINGLE BLOCK)

- A. Applicant(s) must obtain and apply online at *www. nyc.gov/sapo*
- B. Applicant(s) must file all documentation required by CB12M to the Board Office no later than 20 days after filing online.
- C. The following documents are required:
 - 1. Cover letter from the Parent Organization on original letterhead detailing:
 - ◆ The organization's name, address, telephone number, fax number, and e-mail address.
 - ◆ Location and purpose of the planned street activity and benefit to the community.
 - ◆ Name, address, telephone number, emergency telephone number, fax number, and e-mail address of the person responsible for the street activity.
 - ◆ Name and address of current officers and term in office.
 - ◆ The name of the person authorized to file a petition.
 - ◆ If applicable, list of co-sponsors' names and addresses.
 - 2. Copy of Parent Organization's charter, Constitution or By-laws
 - 3. Certificate of Incorporation, if any.
 - 4. Certificate of Tax Exemption.
 - 5. Petition, subject to verification, of community support for the activity, signed by a minimum of 200 residents with their addresses and telephone numbers, from the affected and adjoining streets only. CB #12 provides the form.
 - 6. Organizations with vendors must present their Federal letter stating their 501 (c) 3 status.
 - 7. If applicable, letter(s) of approval as required by Section III, B 5, and 6.
- D. No application will be approved without all the completed required documentation as outlined above (Section VI, C 1-6). Further, Community Board #12, Manhattan reserves the right to determine the validity of any of the aforementioned documents and reserves the right to request additional documentation.

VII. REVIEW OF APPLICATION BY COMMUNITY BOARD #12, MANHATTAN

- A. All applications will be processed on a first-come, first-served basis.
- B. The District Manager will consult with the local Police, Fire, Sanitation, and Parks Departments and any additional NYC and State agencies necessary to determine:
 - ◆ Track record and responsibility of the organization.
 - ◆ Availability of all required service personnel to cover the designated area of the event.

- ◆ If an organization's track record is poor and/or the availability of uniformed service coverage is insufficient, the application will not be recommended for approval.
- C. The applicant(s) or a duly authorized representative must be available, if asked, to appear before the Community Board #12, Manhattan, Street Activity Permit Task Force to discuss the organization's application.
- D. The Street Activity Permit Task Force will make a recommendation which will then be forwarded to the Board Chair and District Manager.
- E. The organization and the responsible individual will be notified in writing of Community Board #12's recommendation.
- F. The foregoing should not be construed as limiting the function of Green Markets, vendor's markets, and the Police Athletic League summer play streets already in existence or otherwise created through another permitting process.
- G. Organizations will receive a copy of CB#12 Manhattan's Events calendar by June 15, 2010.

VIII. APPEAL BY SPONSOR OF COMMUNITY BOARD #12, MANHATTAN RECOMMENDATION

1. An applicant may appeal Community Board #12's recommendation of Denial or Conditional Approval within five (5) days of the Street Activity Permit Office's notification.
2. Applicants should contact the:
Office of the Mayor-Community Assistance Unit
Street Activity Permit Office
100 Gold Street – 2nd Floor, New York, N.Y. 10038
(212) 788-7438 bet. 9:00 to 5:00 Monday-Friday for an appeal appointment.
3. The Mayor's Street Activity Permit Office will notify the sponsor of its FINAL decision.

IF YOU HOLD A STREET ACTIVITY WITHOUT A PERMIT, YOU MAY BE SUBJECT TO LEGAL ACTION BY THE CITY AND ITS RESPECTIVE AGENCIES.