

COMMUNITY BOARD 9  
890 NOSTRAND AVENUE  
BROOKLYN, NY 11225

CONDITIONS AND GUIDELINES FOR  
STREET ACTIVITY PERMIT APPLICATIONS

Street activity permits are required to conduct a street fair, block party, street festival, religious ceremony, block clean-up, or any activity to take place on a public street or sidewalk. A street activity permit is required when a planned activity would interfere with or obstruct normal use of streets and sidewalks by vehicular traffic or pedestrians.

**STREET ACTIVITY PERMITS SHALL BE ISSUED TO A SPONSOR WHICH SHALL TAKE RESPONSIBILITY FOR THE CONDUCT OF THE EVENT.** A sponsor shall be a community-based not-for-profit organization, association, or the like, which has an indigenous relationship to the specific street or community, or both, for which the event is proposed. The sponsoring organization must demonstrate that it has support from the residents/businesses/organizations/churches on the block(s) and is willing to take **FULL RESPONSIBILITY** for the conduct of the event. **A MAXIMUM OF ONE (1) FULL STREET CLOSING WILL BE PROCESSED PER BLOCK PER YEAR. EXCEPTION WILL BE MADE FOR CLEAN-UP (4-HOUR CLOSING ONLY) FOR THE SAME BLOCK.**

### CONDITIONS

Community Board 9 reserves the right to:

- Limit the number of street activity events on any given day to **THREE**.
- Issue approvals with conditions on any application to conduct a street activity.
- Deny approval of any application for a street activity that is not in the best interest of the community.
- **Ban any block that, after being granted a permit, conducts a disorderly street activity – resulting in the assault of police officers; attendees, preventing the street from being reopened at scheduled reopening time; disorderly conduct; resisting arrest, intoxication; etc., from having a street closing activity for at least 10 years.**
- Place a moratorium on the scheduling of street events on a holiday and/or a holiday weekend – including, but not limited to Memorial Day/weekend; 4<sup>th</sup> of July/weekend; Labor Day/weekend;

### GUIDELINES

1. Street activities must begin no earlier than 8:00 a.m. and must end no later than 7:00 p.m., so that the street can be reopened by 8:00 p.m.
2. The not-for-profit sponsor may apply for a permit to conduct a street activity when the sponsor can demonstrate that the event being planned has the full support of the residents, organizations, and businesses on that street.
3. To ensure support for the activity, the not-for-profit sponsor must obtain, on the organization's letterhead, signatures from at least 60% of the residents on the block(s)
  - a) Signatures must be those of the head of the household or the homeowner in the case of private homes.
  - b) In the case of apartment buildings, the building's owner or their representative (super, managing, agent, etc), and the tenants association's representative must also sign the petition.

### E-FILING

All applications to conduct a street activity must be e-filed and paid for by credit card or check online. The website to e-file your application is [www.nyc.gov/sapo](http://www.nyc.gov/sapo) click on SAPO E-Apply. Paper applications will no longer be accepted by the Street Activity Permit Office (SAPO). Approved permits will be sent to the applicant via email or by fax. (Community Board 9 will allow applicants without a computer to e-file their applications from the Community Board office on a limited basis. Please call the Community Board office – 718-778-9279 – for further information.)

**PLEASE NOTE:** The applicant for a street activity permit in Community District 9 is still required to submit to the community board the signed petition from approximately 60% of the block's residents, businesses, organizations, churches indicating that the planned activity has their full support. The petition should be submitted to the CB when the application has been e-filed. The petition can be emailed (PDF format preferred) to [bk09@cb.nyc.gov](mailto:bk09@cb.nyc.gov) or faxed to 718-467-0994

**PLEASE ALSO NOTE:** Community Board 9 posts on its website: [www.communitybrd9bklyn.org](http://www.communitybrd9bklyn.org) the available dates for the conduct of street activities. Applicants are STRONGLY advised to check the listing BEFORE submitting their online application to avoid the delay of having to change the date because it has been closed. IN ADDITION, TO ALSO AVOID DELAY in the review of applications, the applicant is advised to collect their support signatures and submit them to the Community Board office at the time their online application is filed.

SAPO requires that applications be filed at least 90 days in advance of the proposed activity. Community Board 9 will review the online application, within 30 days of filing, before it can move forward in the process.

### **MULTI-DAY AND MULTI-BLOCK EVENTS**

All applications for multi-block and/or multi-day events must be e-filed no later than December 31<sup>st</sup> of the year prior to date of the event.

### **SAPO APPLICATION FEE**

The fee for processing a street activity permit application online is \$25.75 ( \$25.00 + 75¢ for processing costs)

### **SOUND PERMIT FEE**

Sound permits must be obtained from the **Community Affairs Office of the 71 Precinct**, at least one-week before the event. This permit will only be issued upon presentation of your "Permit to Conduct Street Activity." The fee for a sound permit is **\$45.00**.

### **BLOCK CLEAN-UPS**

A permit is required for block clean-ups. Block clean-ups are **limited to 4-hour periods**. Applications must be e-filed **60 days in advance** of the date of the event.

### **RECYCLING REQUIREMENTS**

The Department of Sanitation requires the sponsor of a street activity to separate and collect recyclable materials generated at the event.

#### **What to Recycle:**

Metal cans, glass bottles and jars, plastic bottles and jugs, aluminum foil wrap and trays – place together in blue plastic recycling bags.

Corrugated cardboard, pizza boxes, magazines, catalogs, newspapers, cardboard boxes, paper bags, paper and envelopes – flatten and tie with rope or sturdy twine or place in clear recycling bags.

The Department of Sanitation will not make a special pick up. Tie and store garbage and recyclables neatly (off the street) for pick up on the first normally scheduled pick-up day after the event.

**Pearl R. Miles**  
**District Manager**  
**August 13, 2012**