



LYNBROOK POLICE DEPARTMENT

1 COLUMBUS DRIVE
LYNBROOK, NEW YORK 11563
516-599-3300 - FAX 516-599-0199
Joseph Neve, Chief of Police



BLOCK PARTY PERMIT GUIDE AND BLOCK PARTY APPLICATION PROCESS

1. Obtain the application in person at the:
Lynbrook Police Department
P.O. Box 7021
1 Columbus Drive
Lynbrook NY
Or online at WWW.LYNBROOKPOLICE.NET
2. Fill out the application and obtain all the necessary petition signatures. Photocopies of signatures are not accepted. Incomplete forms will be returned to the applicant unprocessed.
3. Mail or drop off the application to the Police Department
4. The Police Department must receive the petition at least 20 calendar days before the event.
5. You should receive your permit at least seven (7) days prior to the event. If the permit is not received by this time, please call the Police Department at 599-3300 ext. 222.

APPLICATION FOR BLOCK PARTY

Early submission of block party applications enables the Police Department to quickly process forms and notify the Department of Public Works and the Fire Department of all block party street closures in the village.

An original petition, stating the date of the block party, must accompany each application.

Note: Block party permits will not be issued for the roadways that are maintained by the County of Nassau.

APPLICATION DEADLINES

Application must be received by the Police Department at least 20 days prior to the street closing.

APPLICATION DEADLINES FOR MAJOR HOLIDAYS (NO EXCEPTIONS)

- **Memorial Day**
Deadline: May 4th
- **Independence Day- No permits issued for this holiday**
- **Labor Day**
Deadline: August 10th

BLOCK PARTY PERMITS GUIDE – CONDITIONS OF PERMIT

The street will be closed if a block party permit is issued. The petition for the block party must contain the signatures of at least 75% of the households of the effected street. Each individual signing the petition must be an adult who resides on the street to be closed & only



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one signature per household will be accepted. However, all the households on the street must be notified of the date and time of the block party.

The streets may be blocked off for the event. However, CARS, TRUCKS, ETC. MAY NOT BE USED TO BLOCK OFF THE STREET and not large amusement games or rides are permitted in the roadway.

NOTE: Emergency vehicles may need to enter the street.

Commercial vehicles are to be admitted for deliveries in order to conduct their normal daily activities. Block party permits will only be issued for a block party that occurs between June 1st and September 30th, with the exception of July 4th.

Block party permit is valid for the day specified on the permit and only between the hours of 11:00 am and 11:00 pm.

The applicant will assume total responsibility for ensuring that the street is unobstructed with cars, trucks, large amusement games or rides, violations of local laws concerning loud noise or music and that the street is left clean and safe after the block party has ended.

Prohibited Acts

Carnival rides, selling merchandise, charging of admission, selling of alcoholic beverages and gambling devices are prohibited.

-Application begins on next page-



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BLOCK PARTY APPLICATION

STREET TO BE CLOSED

BETWEEN

_____ AVE/ST _____ AND _____ ST/AVE

DATE OF BLOCK PARTY

RAIN DATE

PLEASE READ THE FOLLOWING BEFORE SUBMITTING THE APPLICATION:

- * APPLICANT MUST RESIDE ON THE STREET TO BE CLOSED
- * BLOCK PARTY APPLICATION MUST HAVE A PETITION SIGNED BY 75% OF THE HOUSEHOLDS ON THE STREET TO BE CLOSED.
- * APPLICATIONS WILL BE RETURNED IF NOT COMPLETE OR IF RECEIVED LATER THAN 20 DAYS PRIOR TO THE BLOCK PARTY.
- * PHOTOCOPIES OF APPLICATION OR PETITION WILL NOT BE ACCEPTED.
- * ALL PERMITS ARE VALID FROM 11:00 AM TO 11:00PM

OFFICE USE ONLY

PERMIT ISSUED _____

- * THE APPLICANT AGREES TO ASSUME RESPONSIBILITY FOR ANY VIOLATIONS OF LAW CONCERNING OBSTRUCTION OF THE ROADWAY AND VIOLATIONS OF LOUD NOISE OR LOUD MUSIC AND THE CLEANUP OF THE STREET OR DAMAGE THERETO THAT RESULTED FROM THE ERECTION OF ANY TENTS, RIDES OR ANY OTHER ACTION THAT IS A DIRECT RESULT OF AN ACTIVITY AT THE BLOCK PARTY.

ANSWER THE FOLLOWING QUESTIONS

APPLICANT'S NAME _____ ADDRESS _____ LYNBROOK, NY

APPLICANTS DAYTIME TELEPHONE NUMBER _____ TIME OF BLOCK PARTY _____
AM/PM TO _____ PM

WHEN APPROVED, A BLOCK PARTY PERMIT SHALL BE ISSUED AUTHORIZING THE APPLICANT TO CLOSE THE STREET. IT IS SUBJECT TO REVOCATION IF THE APPLICANT DOES NOT COMPLY WITH ALL PERTINENT LAWS AND CONDITIONS OF THE PERMIT.

I, the undersigned applicant, agree as indicated by my affixed signature, to all the conditions listed on this application and the Block Party Conditions Guide, that has been supplied to me.

Applicant's Signature _____ Date _____



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SIGNATURES AND ADDRESSES OF ALL PETITIONERS

ONE ADULT SIGNATURE PER HOUSEHOLD FROM 75%* OF RESIDENTS LIVING ON THE BLOCK IS REQUIRED FOR APPROVAL
USE ADDITIONAL SHEETS IF NECESSARY

**PLEASE REVIEW DATES ON FRONT OF APPLICATION
BEFORE
SIGNING THE PETITION.**

WE AGREE TO BE RESPONSIBLE FOR ALL INJURIES TO PERSONS OR DAMAGE TO PROPERTY

NUMBER OF HOUSES ON BLOCK		NUMBER OF VACANT HOUSES ON BLOCK		NUMBER OF SIGNATURES	
NAME	ADDRESS	NAME	ADDRESS		
1.		28.			
2.		29.			
3.		30.			
4.		31.			
5.		32.			
6.		33.			
7.		34.			
8.		35.			
9.		36.			
10.		37.			
11.		38.			
12.		39.			
13.		40.			
14.		41.			
15.		42.			
16.		43.			
17.		44.			
18.		45.			
19.		46.			
20.		47.			
21.		48.			
22.		49.			
23.		50.			
24.		51.			
25.		52.			
26.		53.			
27.		54.			

17-444 (Reverse) (Rev. 3/03)