

Town Of Otisco Mass Gathering Permit Application

Please complete the following application and submit it along with any required or supporting documentation and the applicable fee (see below) to the Town of Otisco Town Clerk, 1924 Barker St., Tully, NY 13159 via mail or in person during regular business hours as set forth online on the Town’s website, Townofotisco.com at least 35 days prior to the date of the proposed Assembly (as defined by the Town of Otisco Local Law Imposing Regulations on Mass Gatherings Within the Town of Otisco) (hereinafter referred to as the “Local Law”), unless such 35-day period is waived by the Town Board, in writing, for the good cause shown.

Fee Schedule:

NOTE: For purposes of calculating the applicable fee, each day that a Public Assembly (as defined in the Local Law) is to take place, shall be considered 1 day.

Additionally, the highest number of people who are expected to attend the Assembly at any given time shall determine the applicable fee in accordance with the following fee schedule.

Application for an Assembly of 250-500 people for a 1 day Assembly:	\$ 100.00
Application for an Assembly of 250-500 people for a 2-3 day Assembly:	\$ 250.00
Application for an Assembly of 250-500 people for a 4 day Assembly:	\$ 500.00

Application for an Assembly of 500-1,000 people for a 1 day Assembly:	\$ 750.00
Application for an Assembly of 500-1,000 people for a 2-3 day Assembly:	\$1,000.00
Application for an Assembly of 500-1,000 people for a 4 day Assembly:	\$1,250.00

Application for an Assembly of 1,000-2,000 people for a 1 day Assembly:	\$1,500.00
Application for an Assembly of 1,000-2,000 people for a 2-3 day Assembly:	\$1,750.00
Application for an Assembly of 1,000-2,000 people for a 4 day Assembly:	\$2,000.00

Application for an Assembly of more than 2,000 people for any period of time shall be established by the Town Board and shall be paid in full at the time of application.

If an application is denied, the fee paid will be refunded to the applicant.

1. Information and Material to be Submitted with Application.

a. Provide a statement of the name, age and residence address of the applicant; if the applicant is an entity state the official name of the entity, the names and residence addresses of the directors, officers, stockholders, members, managers, partners or other persons owning 5% or more of the number of shares of each outstanding class of stock, membership or partnership interests:

If the applicant does not reside in the County of Onondaga, state the name and physical address (PO boxes are not acceptable) of an agent who shall be a natural person and shall reside or have a place of business in the County of Onondaga and who shall be authorized to, and shall agree by verified statement to accept notices, appearance tickets, summonses or other forms of process issued with respect to violations of any laws, ordinances, rules or regulations, including this Local Law (if applicable, the form statement appears at the end of this application):

b. State:

(i) the street address(es) of all property(ies) where the Assembly is to occur:

(ii) the name and address of the record owner of the subject property or properties upon which the Assembly is proposed, the nature and interest of the applicant therein and written proof that the such owner(s) of such property consent to the holding of the Assembly or any activities incidental or ancillary to the Assembly on the property owner's property or properties:

(iii) the purpose of the Assembly, including the nature of the activities to be carried on and the admission fee to be charged, if any:

(iv) the proposed dates and hours of the conducting of such Assembly:

(v) the expected maximum number of persons expected to attend the Assembly collectively at one time:

(vi) the expected number of automobiles and other vehicles intended to use the Assembly property collectively at one time:

(vii) whether the Assembly will involve the operation of any radio, phonograph, loudspeaker, public address system, amplifier or similar device, or the use of any musical instrument(s):

c. Attach a map showing the size of the property where the Assembly will occur, including the property boundary lines and the approximate acreage of the property, and showing the size and location of any existing buildings or structures or of any proposed buildings or structures to be erected for the purpose of

conducting the Assembly.

- d. Attach a plan or drawing showing the method to be used for the disposal of sanitary sewage including permanent or temporary bathroom facilities, sewers or septic systems.
- e. Attach a plan or drawing showing the method to be used for the supply, storage and distribution of potable water to persons attending the Assembly.
- f. Attach a statement specifying the method of disposing of any garbage, trash, rubbish or other refuse to be generated during such Assembly, including the removal of garbage, trash, rubbish or other refuse generated during such Assembly from public roads, streets and highways and any road, street and highway right-of-way and that any such garbage, trash, rubbish or other refuse generated during the Assembly will be removed within 72 hours after the conclusion of the Assembly.
- g. Attach a plan or drawing showing the layout of any parking area for automobiles and other vehicles and the means of ingress to, and egress from such parking area onto roads, streets or highways abutting said parking area. Such parking area shall provide one parking space for every four (4) persons anticipated to be in attendance and be at least 9 feet wide by 18 feet long. The number, location and size of parking places for disabled persons as are required by applicable laws, rules and regulations shall also be shown.
- h. State whether any food, beverages or any other product will be sold or otherwise be available for distribution at the Assembly and, if so, the nature of such food, beverage, substance or product and, if a person or entity, other than the person or entity applying for the Permit, will be engaged in the sale or distribution of the same, state the name and address of _____ such _____ person:

- (i) If food will be sold or will otherwise be available for distribution at the Assembly, submit with this application a copy of a currently valid license or other certificate issued by the Onondaga County Health Department permitting the sale or distribution of food products from the subject Assembly property.
- (ii) If alcoholic beverages will be sold or will otherwise be available for distribution at the Assembly, submit with this application a copy of a currently valid license issued by the State of New York allowing the sale or distribution of alcoholic beverages from the subject Assembly property.
- (iii) **NOTE:** Town of Otisco Local Law # 2 of 2021 prohibits allowing adult-use cannabis retail dispensaries and on-site consumption licenses being issued for any location within the Town of Otisco.

- i. State whether any private security guards or police will be engaged for the Assembly, and, if so, the number thereof and the duties to be performed by such persons:

- j. Identify the precautions to be utilized for fire protection, and a map specifying the location of fire lanes and water supply for fire control:

- k. Identify the facilities and/or personnel to be available for emergency treatment of any person who might require immediate medical attention:

- l. State whether any camping or temporary housing facilities are to be available and, if so, a plan showing the intended number and location of the same:

- (i) If camping or temporary housing facilities are to be available at the Assembly property, submit with this application a copy of a currently valid license or permit issued by the State of New York and/or the Onondaga County permitting camping or temporary housing facilities at the subject Assembly property.

- (ii) Provide a statement that no soot, cinders, smoke, noxious acids, fumes, gases or unusual odors or loud or excessive noises shall be permitted to emanate from the Assembly property beyond the property line of the Assembly:

- m. Provide a statement that no light on any part of the Public Place for which an Assembly Permit is being applied for shall be permitted to shine beyond the property line of the subject Public Place with an intensity sufficient to disturb the peace, health, safety or comfort of any adjacent residents or the general public. All exterior lights on the subject Public Place shall be so situated or equipped with shielding devices so that no unreasonable glow shall shine beyond the property line of the subject Public Place:

2. Conditions for Granting Permit.

- A. Prior to the submission of the application for the Assembly Permit and the Town Board Meeting to review the application, a mailing must be sent by the applicant by first class U.S. mail by certified mail, return receipt requested, to each landowner of record within 1,000 feet of the property line of the property where the Assembly is proposed to be held. The contents of such notice shall set forth:

- (i) A description of the type of event to be held, the dates and times of the proposed Assembly and the information to be provided in Section 1, (a) and (b) (ii) through (vii), of this application, above. The notice shall also set forth the time and place of the Town Board meeting at which such application will be considered.

- (ii) Proof of such mailing must be provided to the Town Board prior to the Town Board meeting at which such application will be considered.**

- B. Indicate below whether the applicant will allow Town officials or its lawful agents to enter upon the subject Assembly property for the purpose of inspecting the same, to provide adequate police and fire protection and take measures for the protection of persons and property from danger or damage.

Yes No Applicant's Signature: _____

- C. Attach a Certificate of Insurance evidencing a comprehensive liability insurance policy, issued by a company duly licensed by the State of New York, insuring the applicant against liability for damage to persons or property with limits of not less than \$1 million for bodily injury or death per occurrence/ \$2 million in the annual aggregate and with limits of not less than \$500,000 for property damage, which said policy must name the Town of Otisco and its officers and employees as additional insured, and must contain an endorsement that the policy shall not be modified or cancelled without at least 15 days' prior written notice to the Town.
- D. If required by the Town Board as a condition of the Assembly Permit, the applicant agrees to deposit with the Town Clerk cash or a valid surety company bond in an

amount to be determined by the Town Board as a condition of the Permit insuring that no damage will be done to any public or private property and that the applicant will not permit any litter, debris or other refuse to remain upon any public or private property after 72 hours after the termination date of the Permit, which cash shall be refunded or surety company bond canceled upon certification to the Town Board by the Town Code Enforcement Officer that all conditions of the Permit in this regard have been complied with.

Yes No Applicants Signature: _____

E. **Note:** The Town may issue an Assembly Permit upon conditions as the Town Board may in its sole discretion impose to ensure compliance with the Local Law and other applicable laws, rules, codes and regulations and for the protection of the health, safety and welfare of persons and property in the Town, including, but not limited to:

- (i) Setting the hours during which the Assembly may take place;
- (ii) Precluding or restricting the sale and consumption of alcohol;
- (iii) Precluding or restricting camping or temporary housing on the Assembly premises;
- (iv) Establishing required levels of security and/or traffic control; and/or
- (v) Establishing maximum sound levels and the restriction of audible discrete tones for the Assembly.

F. If the Town Board decides upon a showing of good cause that certain conditions or requirements as herein-above set forth shall not be applicable to a particular Assembly, the Town Board may modify the foregoing requirements on a case-by-case basis.

The undersigned, under penalties of perjury, hereby certifies to the Town of Otisco Town Board that the information in this application and any supporting or required documentation is true and accurate.

Dated: _____

Applicant's Official Name Printed

Signature:

_____, 20_____
Dated

Sworn Statement of Agent to Accept Legal Process

If the applicant does not reside in the County of Onondaga, the following statement must be signed by the agent who will accept notices, appearance tickets, summonses or other forms of process issued with respect to violations of any laws, ordinances, rules or regulations. The statement must be notarized.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

The undersigned, being at least 18 years of age, hereby agrees to accept notices, appearance tickets, summonses or other forms of process issued with respect to violations of any laws, ordinances, rules or regulations, including Town of Otisco Local Law No. 6 of 2024 Imposing Regulations on Mass Gatherings Within the Town of Otisco on behalf of the applicant (print name of applicant: _____)

Agent's Name Printed

Agent's Address for Service of legal process:

Agent's Signature

Sworn to before me this ____ day of
_____, **20** ____.

Notary Public

Affix Seal:

For official use only:

APPLICANT (Name and Address):

Application Received on: _____ 20__

Town Board Review on: _____ 20__

Action Taken by Town Board:

Approved: _____; Denied: _____

