

## PERMIT PROCEDURE FOR USE OF STREETS

Permit required for certain activities; issuance; revocation.

- (a) No street shall be closed or used for any purpose except vehicular or pedestrian travel except when authorized by a permit issued by the Village Board in accordance with the following:
  - I. Whenever any organization or group desires to use a certain area or part of any street for its exclusive use, such organization or group shall make application in writing to the Village Board and shall set forth in such application the name and address of the organization or group; the name and address of the person, persons, corporation or association sponsoring the activity, if any; the day and hours for which the permit is desired; an estimate of the anticipated attendance; the charges or fees, if otherwise permitted as aforesaid, being charged to members or persons attending; and any other information which the Village Board may require to be included in such application.
  - II. If the Village Board determines that the applicant is to be permitted to use the area of the street requested, such approval of such permit may be conditioned upon the issuance of a certificate of liability insurance to the applicant, organization or group, listing thereon the Village of Medina as an additional insured on the said policy with coverage in the amount of at least One Million (\$1,000,000.00) Dollars for bodily injury and in the amount of at least Five Hundred Thousand (\$500,000.00) Dollars damage per accident. Such approval shall be further conditioned upon an agreement by the applicant to indemnify and hold harmless the Village in the event that any damage or destruction is caused by the members of such organization or as a result of such applicant's use. No such permit shall be issued until the aforesaid has been complied with.
- (b) The Village Board shall only issue a permit hereunder when it determines that:
  - I. The proposed activity will not cause the closing of any street or any part of any street for longer than thirty-six (36) consecutive hours.
  - II. The proposed activity or use will not unreasonably interfere with or detract from the promotion of the public health, welfare and safety.
  - III. The proposed activity will not entail any additional expense to the Village.
  - IV. The requested area or facilities desired have not been reserved for any other use or group on the day and hour requested in the application.

- V. The proposed activity or use will be supervised by or be under the immediate direction and control of responsible residents of the Village.
- (c) Upon completion of activity, area used will be cleaned and barricades removed by organization or group requesting permit.
  - (d) There will be a One Hundred (\$100.00) Dollar fee payable to the Village for the street sweeper use after completion of the activity.
  - (e) The Village Board may establish and impose any reasonable condition on the issuance of any permit as it deems necessary to protect the health, safety and welfare of the residents of the Village.
  - (f) All applications shall be submitted no earlier than eleven (11) months prior to the proposed date of the requested event and no later than 120 days prior to such proposed date. The Village Board shall apprise the applicant as soon as possible after submission of such application as to whether or not the permit has been granted, and if so granted, of any conditions that may be imposed by the Village. The decision of the Village Board shall be final.
  - (g) All permits shall be subject to the rules and regulations established by the Village of Medina, the applicable provisions herein contained and any conditions set forth in the permit.
  - (h) The Village Board shall have the authority to revoke any permit upon a finding or determination by it, in its discretion, that there has been a violation of any conditions set forth in the permit, any rule or regulation of the Village Board or any provision herein contained

PERMIT APPLICATION FOR USE OF VILLAGE STREETS

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The undersigned hereby applies to the Village of Medina Board of Trustees for permission to temporarily close and use the Village street(s) hereinafter designated for the purposes stated below.

1. Name and measured area of Village street(s) to which request applies:

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2. Date or dates for which closure is requested:

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3. Hours during the above dates when Village street closure is requested (no more than thirty-six (36) consecutive hours):

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4. Proposed activity to be conducted on Village street(s):

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5. Name, address and phone number of person(s) who will supervise and direct the activities proposed:

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6. Provide details on proposed method of cleaning street at the conclusion of the proposed activity. (\$100.00 refundable deposit required):

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7. Describe how access for emergency vehicles will be provided and maintained. (Activity may be subject to interruption or termination in the event of an emergency):

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8. The undersigned will provide proof of insurance as required by the Permit Procedure For Use Of Streets as adopted by the Board of Trustees of the Village of Medina.

9. The undersigned agree to comply with all the terms, conditions and requirements of the Permit Procedure For Use Of Streets as adopted by the Board of Trustees of the Village of Medina and acknowledges that he, she or they have thoroughly reviewed a copy of such procedure.

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Applicant

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Applicant

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Address

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Address

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Telephone

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Telephone

All applications must be submitted no earlier than eleven (11) months prior to the proposed date of the requested event or activity and no later than 120 days prior to such proposed date.

\* This Section for Village use.

REVIEW/COMMENTS/APPROVALS  
BY VILLAGE DEPARTMENT HEADS

Police Chief:

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Fire Chief:

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Supt. Public Works:

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Code Enforcement Officer:

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Date submitted to the Board of Trustees: \_\_\_\_\_

DECISION

The Board of Trustees of the Village of Medina does hereby (grant/deny) the above application. The reasons for the denial of the application are as follows:

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\_\_\_\_\_  
\_\_\_\_\_

PERMIT

\_\_\_\_\_ of \_\_\_\_\_ is hereby permitted to use the \_\_\_\_\_ portion of \_\_\_\_\_ Medina, New York, on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_ for the following purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following conditions are hereby imposed by the Board of Trustees in connection with this permit as necessary for the protection of the health, safety and welfare of the inhabitants of the Village of Medina:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village of Medina

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor