

**Application for a Special Event Permit**  
Town of Murray  
3840 Fancher Road  
Holley, New York 14470

FOR OFFICE USE ONLY: APPLICATION NUMBER
_____ - _____ (Year YY) (Sequence XXX)

Please type or print clearly. Attach additional sheets if necessary. Incomplete or missing information will delay processing and review.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Mailing Address (Street or P.O. Box, City, State and Zip Code)

\_\_\_\_\_ Applicant's Phone Number      \_\_\_\_\_ Applicant's Email Address

\_\_\_\_\_  
Name of Special Event

\_\_\_\_\_  
Location of Event - if different than mailing address (Street, City, State and Zip Code)

\_\_\_\_\_ Tax Parcel Number(s) of the Event Site      \_\_\_\_\_ Zoning Classification of Event Site (including overlay districts)

\_\_\_\_\_  
Proposed Date(s) of Event

\_\_\_\_\_  
Proposed Hours of Operation

Type of Event (as defined in §670 of the Town of Murray Zoning Ordinance):

Type 1     Type 2     Type 3     Type 4     Type 5

Brief Description of Event \_\_\_\_\_

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

## Application for a Special Event Permit - continued

- The applicant must attach a letter which describes the proposed event in detail, the hours of operation, the duration of the event, anticipated attendance, and any structures, signs or attention-attracting devices to be used in conjunction with the event.
  
- The applicant must attach a scaled sketch plan which includes the information listed below. Refer to §670 F. in the Town of Murray Zoning Ordinance for additional information.
  - Boundaries of the property, lot line dimensions, north arrow, drawing scale and date of preparation
  - Existing and proposed structures.
  - Existing and proposed driveways, parking areas and roads.
  - Front, side and rear setbacks of all existing and proposed structures from lot lines.
  - Location of proposed activities and signs in relation to existing buildings, parking areas, streets, and property lines.
  
- The applicant must attach a letter from the property owner or manager, if different from the applicant, agreeing to host the special event.
  
- If this is a Type 3 or Type 4 event (or a Type 1 event not meeting the Type 1 performance standards), the applicant must also attach signed letters from the Orleans County Sheriffs Department, Fire Chief of the appropriate fire district/fire protection district, and Murray Highway Superintendent which certify the traffic control plan and crowd control plan prepared for the proposed event were reviewed and approved. A SPECIAL EVENT PERMIT WILL NOT BE ISSUED IF THESE LETTERS ARE NOT ATTACHED.

***I certify that the information provided on this application form and all supporting documentation is true to the best of my knowledge.***

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Signature of Applicant

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Date

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Signature of Zoning Enforcement Officer

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Date



THIS POSTER MUST BE DISPLAYED ON SITE FOR THE DURATION OF THE EVENT

# TOWN OF MURRAY SPECIAL EVENT PERMIT

**3840 Fancher Road  
Holley, New York 14470  
(585) 638-6570**

This special event has been approved by the Town of Murray  
in accordance with §670 of the Murray Zoning Ordinance.

Type 1     Type 2     Type 3     Type 4     Type 5

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Name of Event

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Event Location

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Approved Dates of Event

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Approved Hours of Operation

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Name of Permittee

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Permittee Address & Phone

Refer to reverse side and/or attached sheets for any conditions  
imposed by the Town of Murray for this event.

Permit issued by:

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Signature

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Date

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Print Name