

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

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 section 570 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.

- The applicant must also attach signed letters from the Orleans County Sheriff's 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.

Signature of Applicant

Date

Signature of Zoning Enforcement Officer

Date

Application for a Special Event Permit – continued

THIS PAGE FOR ZONING ENFORCEMENT OFFICER & PLANNING BOARD USE ONLY

Final Action Taken by ZEO:

Permit Denied

Permit Issued

Final Action Taken by Planning Board:

Permit Denied

Permit Issued with Conditions

Explain any conditions imposed for this event: (use additional sheets if necessary)

Signature of ZEO or Planning Board Chairperson

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 §507 of the Murray Zoning Ordinance.

Name of Event

Event Location

Approved Dates of Event

Approved Hours of Operation

Name of Permittee

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:

Signature

Date