TOWN OF
Ogden
COUNTY OF MONROE
STATE OF NEW YORK

Application for Use of Town Roads

Name & Address of Applicant_____

Phone number of Applicant_____

Name & Address of Organization_____

Date & Time roads will be used_____

Date & Time of rain date if applicable_____

Approximate number of participants_____ Age group of participants_____

Location of commencement and ending point_____

Reason for event_____

Name of street(s) or roadway(s) within the Town of Ogden that will be used_____

_____

A narrative description of the course including all intersections and/or other public/private buildings, parking lots or areas which may be temporarily blocked or obstructed during the conduct of the event

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Hours of commencement & anticipated completion_____

Name, Address & phone number of insurance agency/company issuing/providing coverage_____

_____

The Town Clerk, Chief of Police and Highway Superintendent shall review this application. It may be denied, if, in the opinion of the Police Chief and/or Town Board, that the streets/highways or portions thereof on the date requested would unduly interfere with the flow of vehicular traffic or would otherwise be such as to hinder or unduly interfere with the proper protection, safety, health, welfare and well-being of the citizens of The Town of Ogden. In the event of the denial of this permit, the Town Clerk shall advise the applicant, in writing, of the reason or reasons of the denial.

All applications for a permit shall be filed with the Town Clerk at least twenty-one (21) days prior to the date of the event.

Any permit issued to the provisions of this Article shall be valid only for the date and hours specified thereon and for no other date or times whatsoever.

The applicant shall be responsible for the removal of all litter, debris and other material from the streets/highways upon which the parade was conducted and shall provide for such clean up immediately upon completion of the parade.

Any event conducted pursuant to a permit issued, pursuant to the terms of this Article, shall be conducted so as not to obstruct any roadway, highway, or public or private entrance such that emergency and hazard vehicles may pass in response to any emergency.

_____ _____

Applicant Signature Date

Approved_____ Denied_____ Chief of Police_____

Approved_____ Denied_____ Supervisor_____

Approved_____ Denied_____ Highway Superintendent_____

_____ _____

Town Clerk Signature Date of issuance

Denial Reason_____

_____

SEAL

**It is the responsibility of the applicant to notify the service organization when an event is cancelled for any reason. If on a weekend, you will need to contact 911 (police) and inform the dispatcher that the Police Dept. will not be needed and provide a number where information can be verified. If in the case of the Fire Dept. you can call the local number.