

**TOWN OF NISKAYUNA  
HIGHWAY DEPARTMENT / TOWN CLERK  
One Niskayuna Circle  
Niskayuna, New York 12309  
Highway: 518-785-9753 / Town Clerk: 518- 386-4510**

**Application for BLOCK PARTY Permit**

<b>APPLICANT:</b> _____
<b>ADDRESS:</b> _____
<b>TELEPHONE NUMBER:</b> _____
<b>STREET(S) TO BE BLOCKED:</b> _____
<b>BLOCK</b> (i.e. between which streets) _____
<b>DATE OF PARTY:</b> _____
<b>HOURS:</b> _____
<b>NATURE OF PARTY:</b> _____
<b>EMAIL ADDRESS</b> _____
<b>FEE:       \$5.00</b>

**TERMS AND CONDITIONS OF APPLICATION AND PERMIT:**

1. An application shall be filed with the Town Clerk at least fourteen (14) days before commencement of the block party or event.
2. The application fee of \$5.00 is not refundable in the event the permit is denied.
3. No street shall be temporarily blocked for the purpose of holding a party unless the application is approved by the Superintendent of Highways.
4. A permit is valid only for the date and hours specified thereon. No party shall be held before 11:00 A.M. or after 8:00 P.M.
5. The applicant shall be responsible for removing any litter, debris or other materials left in the street or right of way as a result of the party.
6. A street or portion of the street blocked off for a party shall not be obstructed by any obstacle which cannot be readily moved to allow access for emergency and hazard vehicles.
7. No more than two permits shall be granted in any calendar year for the same street.
8. Signs and barricades will be provided by the Town.

\_\_\_\_\_ A permit is issued. The application is in compliance with Section 64(10b) of the Town Law and Local Law 1 of 1983.  
\_\_\_\_\_ The permit is denied because blocking the street on the above date will unduly interfere with the flow of traffic.  
\_\_\_\_\_ The permit is denied because of failure to comply with Section 64(10b) of the Town Law and/or Local Law 1 of 1983 in that, \_\_\_\_\_

Date \_\_\_\_\_

Sent to Highway Department \_\_\_\_\_  
Town Clerk / Office Use

Frank E. Gavin, III, Superintendent of Highways, Town of Niskayuna

**\*Important Note:**

**Return of this application with a letter from the Highway Department is confirmation of acceptance. Block Party Signs are delivered to applicant's home on Thursday or Friday before the party and picked up the following Monday. Please call the Highway Department at 785-9753 before 3:00 P.M. on Friday before your party if you have not:**

- **Received confirmation by mail or email**
- **Had Block Party Signs delivered to your home by 2:30 on that Friday**