

Town Of North Hempstead

Office of the Town Clerk
200 Plandome Road Manhasset, NY 11030
Tel: (516) 869-7646
Email: TBD

TEMPORARY ROAD CLOSURE PERMIT APPLICATION INSTRUCTIONS

Instructions

Completed application for a Road Closure Permit must be submitted to the Town Clerk, and if approved, the Road Closure Permit will be issued in the name of Applicant. A Road Closure Permit may be issued for one or more dates. Applicant must provide proof of insurance as set forth in the application. There is no fee for issuance of a Road Closure Permit.

Town of North Hempstead's approval to this application is subject to review by local emergency responders. Accordingly, Applicant will be required to coordinate with the Town to secure all required approvals from the Nassau County Police Department or local police department, the local fire department, Nassau County Fire Marshal and NICE Bus (if applicable), and to coordinate through the Town Clerk's office to secure barricades from the Town's Highway Department to block vehicle traffic on the roads that are proposed to be closed. If Applicant has already coordinated with or received approval from these entities, documentation should be submitted with the Road Closure Permit Application to expedite the process.

Applicant will be responsible for notifying all impacted property owners and/or tenants within 300 feet of the road closure area.

Submitting an application does not guarantee approval. The Department of Public Works -Traffic Engineering Division will review all applications for potential impacts on vehicular circulation in the area. Application will be reviewed in an expedited manner.

Any application for a road closure that will prevent ingress/ egress to properties other than the applicant's property will be denied, unless specific consent is given by the affected property owners.

Completed applications with any supporting documentation should be emailed to:
TownClerk'sOffice@northhempsteadny.gov

Permit Type: New Expedite Amendment

Name of Applicant

Address of Applicant

Telephone

Name of Chamber of Commerce or BID (if applicable*)

Entity Address

Telephone

Applicant's Email Address

Location of Proposed Closed Street (Street Name)

Have you previously requested a Road Closure permit? Yes _____ No _____

Description of proposed activity (temporary outdoor chairs and tables, etc.):

Location of street for closure (specify street name/sidewalk):

From

To

From

To

From

To

From

To

Date road closure(s) is to take place:

1. _____ 2. _____ 3. _____

Hours road closure(s) is to take place:

_____ A.M./P.M. _____ A.M./P.M. _____ A.M./P.M.

ACTIVITIES RELATED TO ROAD CLOSURE PERMITS (INCLUDING THE ARRIVAL, SET-UP AND BREAKDOWN OF EQUIPMENT) SHALL ONLY BE PERMITTED BETWEEN THE HOURS OF 10:00 A.M. AND 11:00 P.M.

Will any temporary tents be erected? Yes ___ No ___

If yes, you must contact the Nassau County Fire Marshal, office and the Town of North Hempstead Building Department.

INSURANCE REQUIREMENTS

The applicant must maintain commercial general liability insurance covering the liability of the applicant, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the road closure permit with limits of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) general aggregate. The Town of North Hempstead and all appointed and elected officials, employees and volunteers shall be named as additional insured on said policy on a primary and non-contributory basis with waiver of subrogation in favor of the additional insured.

INDEMNITY

The permit holder shall indemnify and hold harmless the Town, and its officers, employees, agents, and servants (collectively, the "Indemnified Parties"), from and against any and all liabilities, losses, costs, expenses (including, without limitation, reasonable attorneys' fees and disbursements), and damages arising out of or in connection with the permit.

PLAN SHOWING PROPOSED USE

- A. Submit a plan showing location and boundaries of proposed outdoor seating, display areas, equipment or other items, and pedestrian walkway. Plan can be hand drawn on an existing street map, survey, site plan or aerial map from Google Maps/Earth, Bing, etc.
- B. Applicant must describe how businesses and residents will be notified that a temporary street closure will be taking place. The applicant may be required to provide the Town Clerk's office with a copy of the proposed notification prior to the road closure date.

PERMIT CONDITIONS

A Road Closure Permit shall be subject to the following provisions:

1. No person shall erect booths, tables and chairs, in such a manner so as to block pedestrian traffic or otherwise obstruct any sidewalk, driveway apron, handicapped access ramp or fire hydrant. Compliance with the Americans with Disabilities Act shall be maintained.
2. No activity on the closed street shall be conducted between the hours of 11:00 p.m. and 10:00 a.m. the following day, and no tables, seating, flyers or other materials, merchandise, booths, or display cases shall be left on the site between such hours, even if the activity may continue the following day.
3. The applicant shall be responsible to ensure that any litter generated as a result of the closed street activity is properly removed.
4. The applicant and/or participating businesses shall be responsible for providing their own tables, chairs, etc.
5. The applicant shall comply with such other conditions as the Town Clerk may require as necessary for public safety or to protect public improvements, including but not limited to the posting of no-parking signs, traffic cones or barricades.
6. The provisions of the Town's noise ordinance (Chapter 38) shall be adhered to.
7. The Town Clerk and/or Commissioner of Public Safety shall have the authority to revoke any Road Closure Permit in the following instances:
 - a. Where they find that there has been any false statement or misrepresentation as to a material fact in the application, plans or specifications on which the permit was based.
 - b. Where they find that the permit was issued in error and should not have been issued in accordance with the applicable law.
 - c. Where they find that the permit is not executed in accordance with the provisions of the application, plans or specifications.
 - d. Where the person to whom a permit has been issued fails or refuses to comply with a stop order.

THE APPLICANT MUST PROVIDE NOTIFICATION TO RESIDENTS AND BUSINESSES WITHIN 300 FEET OF THE ROAD CLOSURE. SUCH NOTIFICATION MUST BE DISTRIBUTED TO EACH RESIDENT AND MERCHANT, WHERE FEASIBLE, NOT LESS THAN 72 HOURS IN ADVANCE OF THE ROAD CLOSURE.

FOR YOUR APPLICATION TO BE PROCESSED, ALL OF THE REQUESTED ITEMS MUST BE RETURNED TO THIS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE TOWN CLERK'S OFFICE (516) 869-7647.

I SOLEMNLY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY TO THE TRUTH OF ALL STATEMENTS HEREIN AND AGREE TO ADHERE TO THE RULES AND REGULATIONS OF THE TOWN OF NORTH HEMPSTEAD, THE NASSAU COUNTY CHARTER, THE LAWS OF THE STATE OF NEW YORK, AND, ON BEHALF OF APPLICANT, EXPRESSLY AGREE TO

INDEMNIFY AND HOLD HARMLESS THE TOWN OF NORTH HEMPSTEAD FROM ANY AND ALL LIABILITY OR DAMAGES RESULTING FROM THE ISSUANCE OF A ROAD CLOSURE PERMIT OR FROM THE USE OF SUCH PUBLIC RIGHT-OF-WAY. ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210-45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

Signature

Date

FOR OFFICIAL USE / AGENCY COMMENTS & RECOMMENDATIONS CHART

FOR OFFICIAL USE				
REFERRALS	AGENCY	DATE	RECOMMENDATION	COMMENTS
NCPD				
PWPD				
FIRE DIST.				
FIRE MARSHAL				
NCDOH				
NICE BUS				
SLA				
TNH HIGHWAYS (BARRIERS)				
TNH TRAFFIC				
CODE ENFORCEMENT				
PLANNING				
BUILDING DEPARTMENT				
PARKS PUBLIC SAFETY				
SAFETY COORDINATOR				
INTERGOVERNMENTAL				
OTHER				
SUPV/TB				

FOR OFFICIAL USE PRIOR TO ROAD CLOSURE (To be confirmed within 24 to 48 hours in advance of Road Closure)		
COORDINATION WITH HIGHWAYS	CONFIRMATION OF COMPLETION	COMMENTS
Placement of Electronic Road Closure Signs		
Placement of Paper Notices on Roads to be Closed advising of Date and Time of Closure		
Barriers/barrels confirmed to be Installed		