



**TOWN OF CARMEL  
POLICE DEPARTMENT**  
60 McAlpin Avenue  
Mahopac, New York 10541

(845) 628-1300  
Fax (845) 628-2597  
[www.carmelny.org/police](http://www.carmelny.org/police)

Permit# \_\_\_\_\_

**Parade / Event Permit Application**

(Applications shall be filed with the Police Department at least 90 days in advance of the proposed parade / event.)

APPLICANT	
Name:	
Address:	
Telephone:	
Email:	
Signature of Applicant:	Date:

ORGANIZATION	
Name:	
Address:	
Telephone:	
Email:	

AUTHORIZED AND RESPONSIBLE HEAD OF ORGANIZATION	
Name:	
Address:	
Telephone:	
Email:	

PARADE CHAIRPERSON RESPONSIBLE FOR CONDUCT OF PARADE	
Name:	
Address:	
Telephone:	
Email:	

PARADE INFORMATION:		
Name of Event:		
Date of Event:	Start Time:	End Time:
Parade Starting Point:		Parade Termination Point:
Location of Assembly Area:		Time Assembly Will Begin:
Fixed Location or Locations if Event has no Procession:		

APPROXIMATE NUMBER THAT WILL CONSTITUTE SUCH PARADE
_____ Persons
_____ Animals (Type):
_____ Vehicles (Description):

DESIRED ROUTE TO BE TRAVELED
Proposed Route: Please Describe Route in Detail or Attach Map of Proposed Route: (Must include proposed parking areas, specify traffic detour devices or barricades that may be necessary for the event.)
Proposed portion of the Width of the Street to be traversed or occupied by the Parade or Event:

ADMINISTRATIVE REVIEW			
Approved:	<input type="checkbox"/>	Denied:	<input type="checkbox"/>
		Date:	
Signature of Police Official:		Name and Title:	
Additional Services Required:			
<input type="checkbox"/> Fire/EMS			
<input type="checkbox"/> Highway, Barricades and Cones			
<input type="checkbox"/> No Parking Signs			
Comments:			

APPEAL FROM DENIAL OF PERMIT
Any applicant denied a parade or event permit by the Chief of Police or his designee may appeal, in writing, to the Town Board within 10 days of the denial.
Town of Carmel, Town Board 60 McAlpin Ave, Mahopac, New York 10541