



**TOWN OF CARMEL**  
**POLICE DEPARTMENT**  
**60 MCALPIN AVENUE, MAHOPAC, NY 10541**  
[WWW.CARMELNY.ORG/POLICE-DEPARTMENT](http://WWW.CARMELNY.ORG/POLICE-DEPARTMENT)

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To Whom it May Concern,

The Town Board, in order to promote proper government and ensure the proper protection, order, conduct, safety, health, welfare and well-being of persons and property within the Town of Carmel, has enacted a local law regulating parades, events and street closings.

Any person, group, organization or club interested in holding an assembly, parade or event must file an application for a parade / event permit with the Town of Carmel Police Department, at least 90 days prior to the event date. The Chief of Police or his designee will act upon the application within 30 days of its receipt approving or disapproving the permit, date, time and route. Permits that are denied by the Police Department may be appealed, in writing, to the Town Board within 10 days of the denial.

At this time, there are no fees or charges associated with this parade, event and street closing permit law.

Sincerely,

Anthony Hoffmann  
Chief of Police