



**NYC**<sup>®</sup>

**CITYWIDE EVENT  
COORDINATION &  
MANAGEMENT**

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**STREET ACTIVITY  
PERMIT OFFICE**



Mayor's Office of Citywide Event Coordination and Management's  
(CECM)

Street Activity Permitting Team (SAPO)

Events Team

CEMS Team: Application platform and database



NYC Parks

24,558



664



14,610



444

Hudson River Park Trust

**SAPO** Street Activity  
Permit Office

5,165



927

# BIG PICTURE: Ellyn



Mayor's Office of  
Citywide Event Coordination  
and Management



**NYPD**

# PERMITS

**Amplified Sound**

**Demonstrations, Rallies and  
Protests**

**Parades, Processions and  
Athletic Races**



# Interagency Coordination & Permitting Agencies

<b>Primary Permitting Agencies</b>	<b>Support Permitting Agencies</b>	<b>Informational Support Agencies</b>
<b>NYPD</b> ( <i>Police Department</i> )	<b>NYPD</b> ( <i>Police Department</i> )	<b>DSNY</b> ( <i>Department of Sanitation</i> )
<b>SAPO</b> ( <i>Mayor's Office Street Activity Permit Office</i> )	<b>DOHMH</b> ( <i>Department of Health and Mental Hygiene</i> )	<b>NYCEM</b> ( <i>NYC Emergency Management</i> )
<b>DPR</b> ( <i>Department of Parks and Recreation</i> )	<b>DOT</b> ( <i>Department of Transportation</i> )	<b>MTA</b> ( <i>Metropolitan Transportation Authority</i> )
<b>MOME</b> ( <i>Mayor's Office of Media and Entertainment</i> )	<b>DEP</b> ( <i>Department of Environmental Protection</i> )	<b>TLC</b> ( <i>Taxi and Limousine Commission</i> )
<b>EDC</b> ( <i>Economic Development Corporation</i> )	<b>DCA</b> ( <i>Department of Consumer Affairs</i> )	<b>BIC</b> ( <i>Business Integrity Commission</i> )
<b>DCAS</b> ( <i>Department of Citywide Administrative Services</i> )	<b>FDNY</b> ( <i>Fire Department</i> )	<b>SBS</b> ( <i>Small Business Services</i> )
<b>USCG</b> ( <i>United States Coast Guard</i> )	<b>DOB</b> ( <i>Department of Buildings</i> )	<b>311</b> ( <i>Informational Call Center</i> )
<b>NPS</b> ( <i>National Parks Service</i> )	<b>HRA</b> ( <i>Human Resources Administration</i> )	<b>NYC &amp; Company</b>
	<b>NYCDOH</b> ( <i>New York State Department of Health</i> )	
	<b>NYSDOT</b> ( <i>New York State Department of Transportation</i> )	

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# SAPO PERMITS

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CLEAN UPS



FARMERS MARKETS



HEALTH FAIR



RELIGIOUS EVENTS  
RALLIES & DEMONSTRATIONS

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# SAPO EVENT TYPES

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MOBILE UNITS



BLOCK PARTIES



PLAZA EVENT  
PRESS CONFERENCE  
PRODUCTION EVENT



SINGLE BLOCK FESTIVALS  
STREET EVENTS  
STREET FAIRS





## **Applications that meet the following criteria will be considered under the current Executive Order:**

- Event must be one block/one plaza block or less.
- Sound permits will not be issued for any event with a stage or video screen.
- Event location cannot interfere with a DOT Open Street or with DOT Open Restaurant locations (curb lane and partial closures on streets with Open Restaurants will be considered).
- The local community board and precinct must approve all applications.

**COVID Safety Plan Affirmation must be signed and uploaded**



## Fees and insurance

- \$25.00 application fee
- General Liability insurance coverage for \$1 Million with SAPO listed as a certificate holder
- Fees will not be charged for events that are deemed cultural or educational in nature and contain no or limited corporate sponsorship – musical performances, art displays, games, dance productions, etc.
  - **These must be free and open to the public**
- Fees for other events range depending on event type – see more info on event types and fees online.
  - [NYC.gov/cecm](http://NYC.gov/cecm)

Example: New York Philharmonic Pop-up Bandwagon



## Application Process:

- Apply online
- As part of online application, submit a site plan (this can be hand drawn or easily crafted in Microsoft Word), demonstrating event infrastructure, ingress, and egress
- A SAPO coordinator will confirm receipt of the application, and guide the applicant through obtaining any necessary support permits (FDNY generator permit, sound permit, etc.) or documentation needed by the community board and precinct.
- The SAPO coordinator will notify the applicant if the application is not approved by the community board or precinct, and seek to address issues with the applicant.
- Deadlines for applications vary by event type but may be up to 60 days



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- Applicant requests permit online

2

- Agencies and community review to recommend approval or denial

3

- Application assessed a fee and approved

4

- CECM staff attend and monitor large scale events



Mayor's Office of  
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and Management



Follow up: [nyc.gov/cecm](https://nyc.gov/cecm)

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# NYC Parks Special Event Permitting

Process and policy in times of COVID-19

Parks

# Who We Are and What We Do

Assistant Commissioner, Sam Biederman

## Community Outreach and Partnership Develop

- Community Outreach and Partnership Development connects NYC Parks to a wide variety of individual and institutional partners. The division is comprised of the agency's departments of special events, non-profit partnerships, government relations, art and antiquities, Green Thumb community gardens, and volunteer engagement (Partnerships for Parks).

Anthony Sama, Director

Venus Melo, Deputy Director

## Citywide Special Events

- The Citywide Special Events office oversees permitting of large-scale events in NYC Parks throughout the five boroughs. We also assist in the development of, and compliance with policies pertaining to event permitting standards.



# NYC Parks Special Events Permitting Process

- Submit an application through the NYC Parks E-Apply Portal found here: <https://nyceventpermits.nyc.gov/parks/>
- Applications are required for any gathering of 20 people or more.
- Sign and return Safety Plan Affirmation.
- Work with Special Event Staff to finalize details and logistics surrounding event proposal.
- Finalize paperwork related to securing permit.
- Contract, Insurance Materials, Security Deposit, applicable fees, etc.





# Current Permitting Standards and Parameters

- Attendance may not exceed 50 people, at a time.
- Events may not prohibit members of the public from reasonable simultaneous use of all or part of the park for recreational purposes.
- Vehicles are not permitted to enter the park to facilitate event.
- Amplified sound is prohibited in conjunction with use of a stage or video screen.



# What Parks sites are most likely NOT to be permissible for events?

- Smaller parks with high foot traffic or other recurring programming.
- Amphitheaters/Bandshells
- Heavily used passive lawns
- Athletic Facilities
- Playgrounds



## Example: New York Philharmonic Bandwagon

The setup of the event is a NY Philharmonic-branded Ford truck that the singer uses as a “stage” and three or four orchestra members sit within.

Performances are unannounced and up to 20 mins.

Pop/Up style prevents crowds from gathering beforehand, and short duration prevents too many people from gathering over a period of time.

Parks had also been working with NY Phil to curate locations in need and where overcrowding wouldn't be a concern.



# Q & A

[citywide.specialevents@parks.nyc.gov](mailto:citywide.specialevents@parks.nyc.gov)



# DOT Art & Event Programming

Temporary Art



Permanent Art Collection



Event Programming



2019

# Summer Streets INTERVENTIONS

Request for Proposals



2021

# Seasonal Showcase Series

Request for Proposals



## Process

Contact DOT Art with any site or programming questions

Select DOT Site(s) and develop Seasonal Showcase Series Proposal

Submit a Seasonal Showcase Series application with a general programming scope

Submit specific Programming content two weeks before each proposed event date

Collaborate with DOT Art, Public Space and local maintenance or event partner

Sign Seasonal Showcase Series Contract with DOT

Provide insurance certificate and copies of additional permits if necessary

Present Seasonal Showcase Series and submit documentation to DOT Art post event

# Connect with DOT Art & Event Programming

Email: [arts@dot.nyc.gov](mailto:arts@dot.nyc.gov)



## Street Design Manual 2020: Programming Chapter

[www.nycstreetdesign.info/programming/programming](http://www.nycstreetdesign.info/programming/programming)

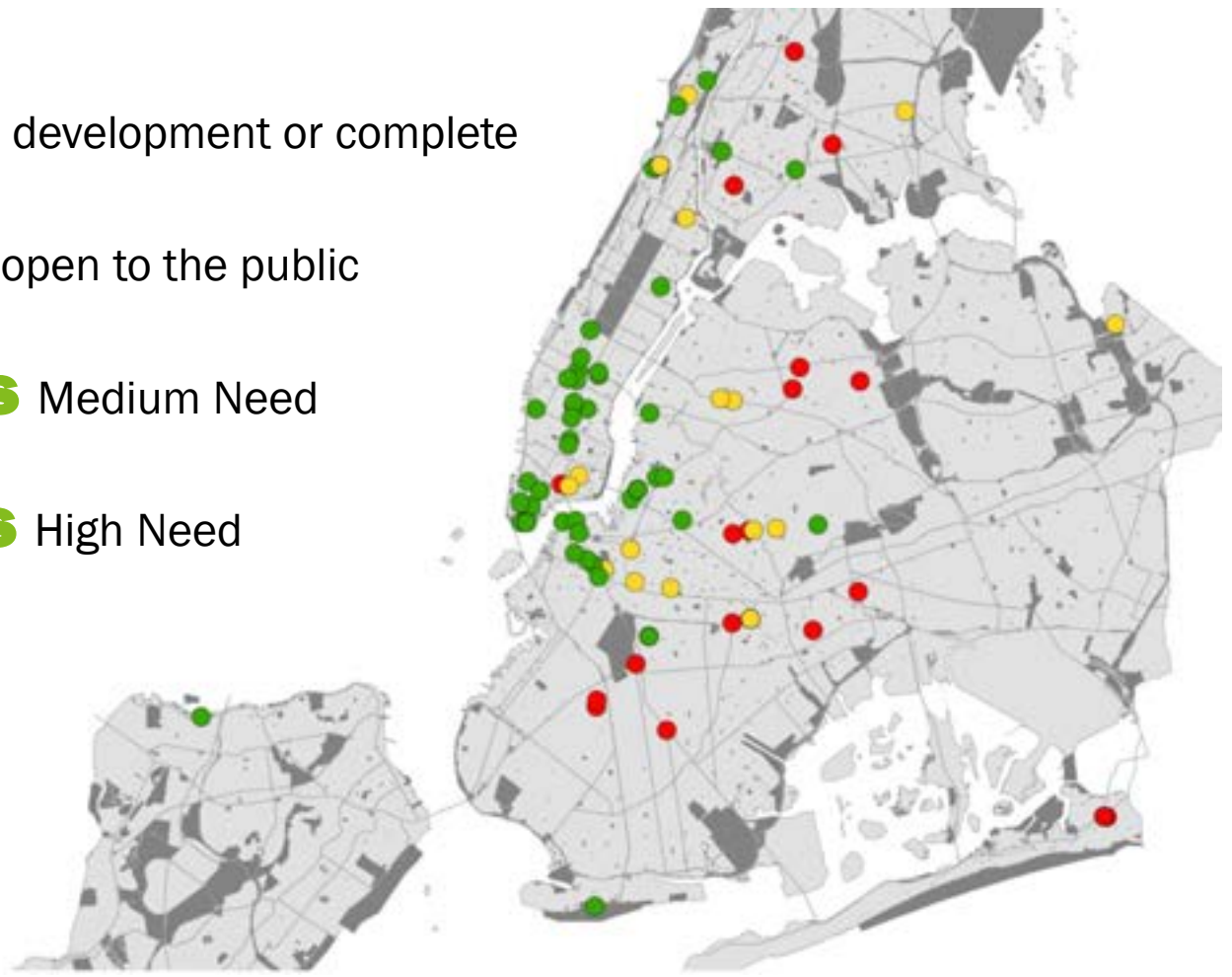


**82 Plazas** in development or complete

**64 Plazas** open to the public

**16 Plazas** Medium Need

**17 Plazas** High Need



**Avenue C Plaza**  
Kensington, Brooklyn



**Corona Plaza**  
Corona, Queens



**Fordham Plaza**  
Fordham, Bronx



# PLAZAS AND PROGRAMING

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- **Plaza Benefits**

- No street closure
- Public Right of Way = Exposure
- Furniture, electricity, water, in some cases
- Local partner organization support
- Connections to local business

- **Plaza Considerations**

- Weather / environmental conditions
- Passerby, noise, etc.
- Social Distancing considerations
- Add'l permits based on event features
- Scale and flexibility are key!



# PLAZAS AND PROGRAMING

- **SAPO Permits – Plaza Event**

- Plaza Levels A - D
- Insurance Requirement
- Additional Requirements
- SAPO Plaza Page:
  - <https://www1.nyc.gov/site/cecm/permitting/plazas.page>

- **Plaza Partners**

- Manage, Maintain, Coordinate
- Role as Co-Sponsors
- Outreach and Publicity
- DOT List of Plazas and Partners:
  - <https://www1.nyc.gov/html/dot/html/pedestrians/nyc-plaza-program.shtml>

- **DOT's Role**

- Coordination with Plazas/Partners
- Managing Plazas without partners
- Technical Assistance
- Other Programs: Open Streets, StreetSeats, etc.



# THANK YOU

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Questions about Plazas or other Public Space Programs? Please reach out!

[plazas@dot.nyc.gov](mailto:plazas@dot.nyc.gov)

Sign up for the DOT Public Space Newsletter: [Email updates](#)



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