

**Town of Ulysses**  
**10 Elm Street**  
**Trumansburg, New York 14886**  
**607-387-9778 ext. 231**

**Special Event Operating Permit Application**

Property Address: \_\_\_\_\_  
 Nature of Event: \_\_\_\_\_  
 Date(s) of Event: \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
 Current Property Use: \_\_\_\_\_  
 Estimated Attendance Per Day: \_\_\_\_\_  
 Number of Parking Spaces: \_\_\_\_\_  
 Is there an existing Shared Parking Agreement for this property? \_\_\_\_\_

<u>Applicant Information*</u>
Name: _____
Address: _____
City: _____
State: _____ Zip Code _____
Sales Tax ID #: _____
Telephone: _____
Email: _____
Fax: _____
*The Lot Operator/Responsible Party

<u>Property Owner Information*</u>
Name: _____
Address: _____
City: _____
State: _____ Zip Code _____
Sales Tax ID #: _____
Telephone: _____
Email: _____
Fax: _____
*Fill out only if Owner is not Applicant

**To Complete the Application, Applicant must provide the following:**

<u>Staff</u>	<u>Applicant</u>	<u>For Review</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Copy of General Liability Insurance Certificate</u> , including Independent Contractor's Liability, Completed Operations and Contractual Liability, fully insuring Operator/Responsible Party's liability for injury to or death of third parties, extended to include personal injury liability coverage and for damage to property of third parties, with a minimum limit of \$1,000,000.00 per occurrence.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Parking Site Plan</u> , to scale, showing site layout, dimensions, aisle width, handicapped spaces, ingress and egress, number of parking spaces and arrangement, paving, lighting, number and placing of parking attendants, and placement of cash-handling area. The plan shall be no larger than 11" x 17".

If Owner and Applicant are not the same person, please complete the section below. If Owner and Applicant are the same, sign the Owner line.

Property Owner Authorization Statement

This is to certify that \_\_\_\_\_ (property owner), the stated undersigned, authorizes \_\_\_\_\_ (applicant), the stated undersigned, to operate a commercial parking lot in accordance with the Local Law No. 1 of the year 2010, "A Local Law to Require Operating Permits for Special Events in the Town of Ulysses" on property I own at \_\_\_\_\_ (property address).

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Applicant Signature	Date	Printed Name
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Owner Signature	Date	Printed Name
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<p>For Town of Ulysses Purposes Only</p> <p>Date of Approval: _____</p> <p>Permit Issuing Officer: _____</p>
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