Weekend Walks // SAPO Permits
Application Guide

NEW YORK CITY
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NYC
WEEKEND
WALKS

Weekend Walks // SAPO Permits

In 2018, partners will apply directly to the Street Activity Permit Office for their Weekend Walks event permit. This is a great exercise in learning how to obtain a permit and what is needed for a successful street closure event. This procedure is very similar to the way your organization might obtain permits for other types of street events.

SAPO Permits Are...

-Issued by the Mayor's Office of Citywide Event Coordination and Management (CECM)

-Required in order to host a Weekend Walk (or any street closure/plaza) event

-Critical in managing the logistics of closing a NYC Street for an event

-Only valid on the dates and location explicitly stated on the permit

-Overseen by CECM, violations can be issued if you break the rules outlined in the SAPO permit

More information about SAPO permits can be found at:
www.nyc.gov/cecm
212 788 0025

Weekend Walks // SAPO Permits

Use this step-by-step guide in order to apply for a Street Activity Permit. A permit is required in order to host a street event and you must fill out the application *exactly* as outlined in this guide. Permits are not issued by NYCDOT, but instead are managed by the Mayor's Office of Citywide Event Coordination and Management.

1 Visit www.nyc.gov/cecm
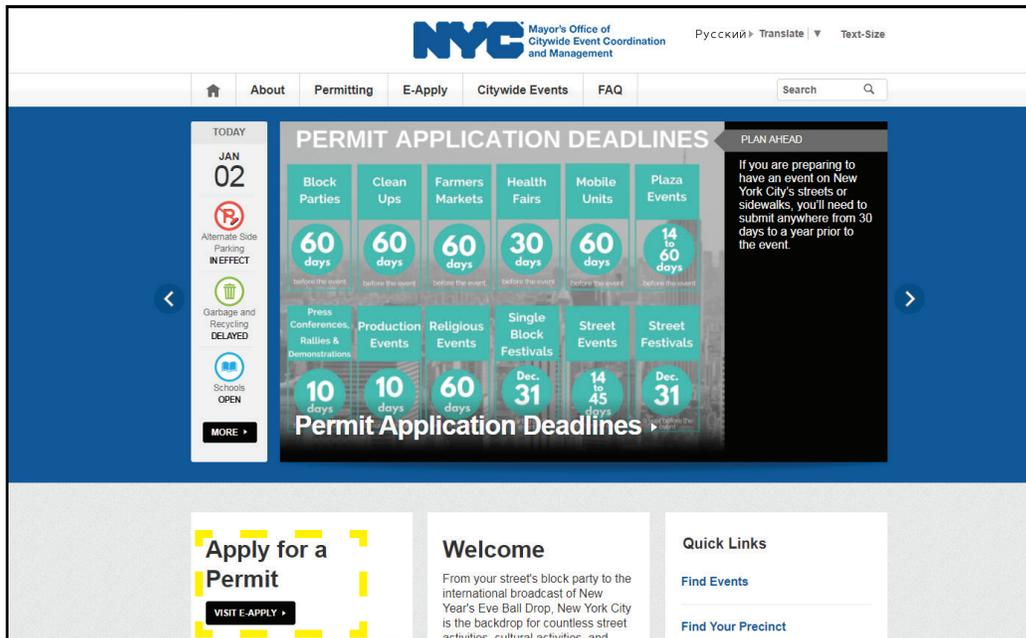
2 Click "Apply for a Permit" on left side of page

3 On the new page, click "Create Account"
Your organization might already have an existing account--apply for your permit using these credentials.
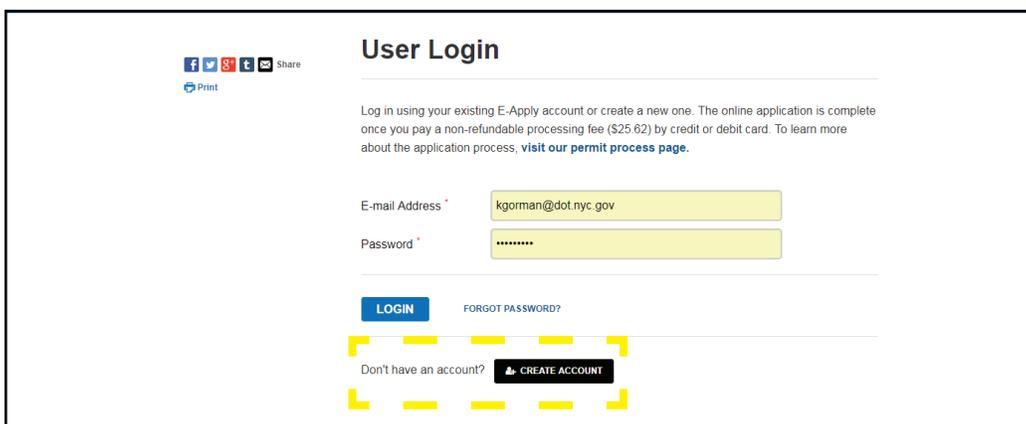
4 Create an account using your organization's contact details
You MUST use the email address that was used on your initial Weekend Walks application. This email address is associated with the fee waiver code to apply for a SAPO permit. Failure to use the same email address as when you applied will result in an unusable waiver code

5 Log in to E-Apply using your credentials

6 Click on "Apply Now"

7 Select "Street Event" as event type

8   Select "Large Street Event" as event size
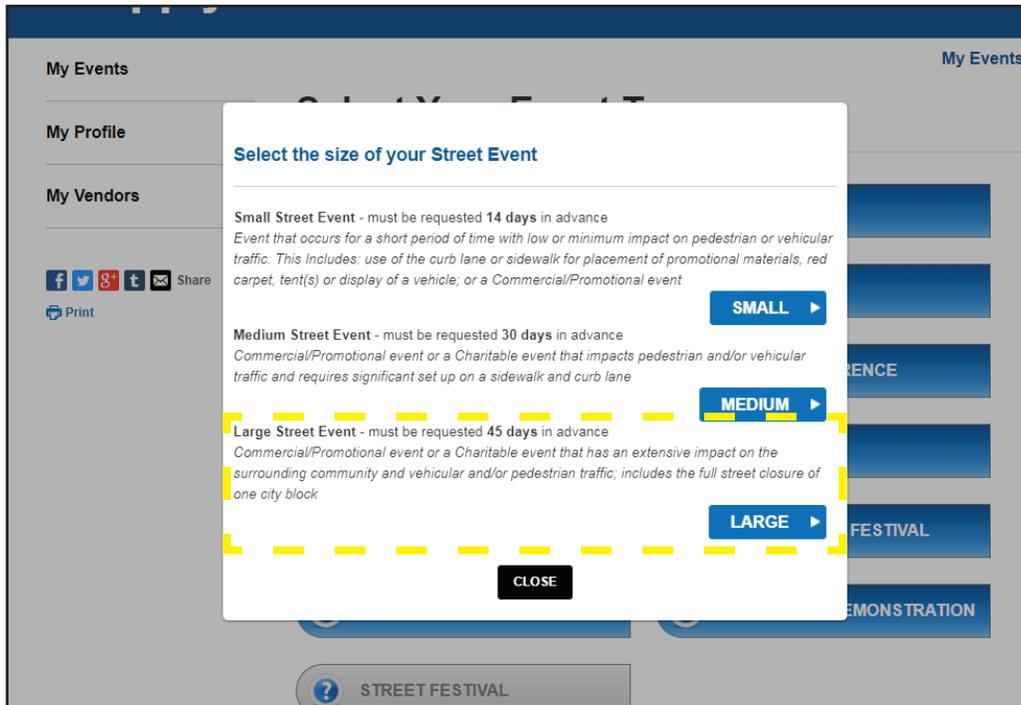
9   You are the event applicant–use the contact information for your organization

The SAPO application contact should be the same individual as the Weekend Walks point person.

10   List NYCDOT as the "Event Sponsor"
List your organization as the "Event Producer"

Event Sponsor:

Sponsor Name:	NYCDOT Weekend Walks - Kyle Gorman
Sponsor EIN:	N/A
Sponsor Address:	55 Water St. 6th Floor New York, NY 10041
Sponsor Phone:	212 839 7214
Sponsor Email:	weekendwalks@dot.nyc.gov

Use your organization's contact information for the "Event Producer" category. Please choose one individual to be the point person for any correspondence between the Mayor's Office and your organization regarding your Weekend Walks event. They will contact this individual if there are any questions related to your SAPO permit. For all email correspondence with City Hall, always keep kgorman@dot.nyc.gov copied on all emails.

11   Click "Save & Next"

⑫ Event Information
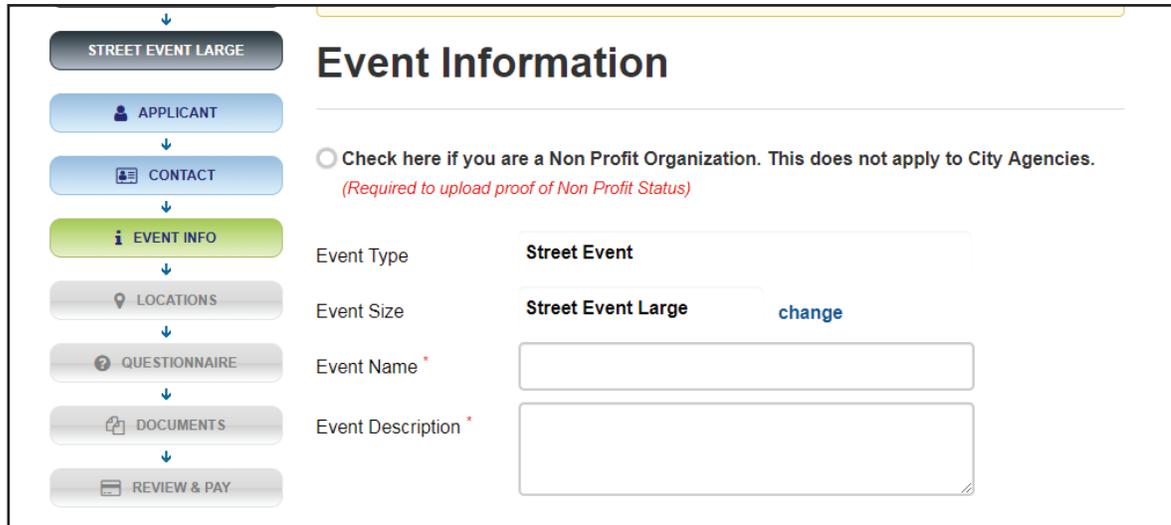
Tick the box if your organization is a non profit. Enter in your event's name. Write a short description of the event, be sure to include "Weekend Walks" in the event name if it is not already part of it.
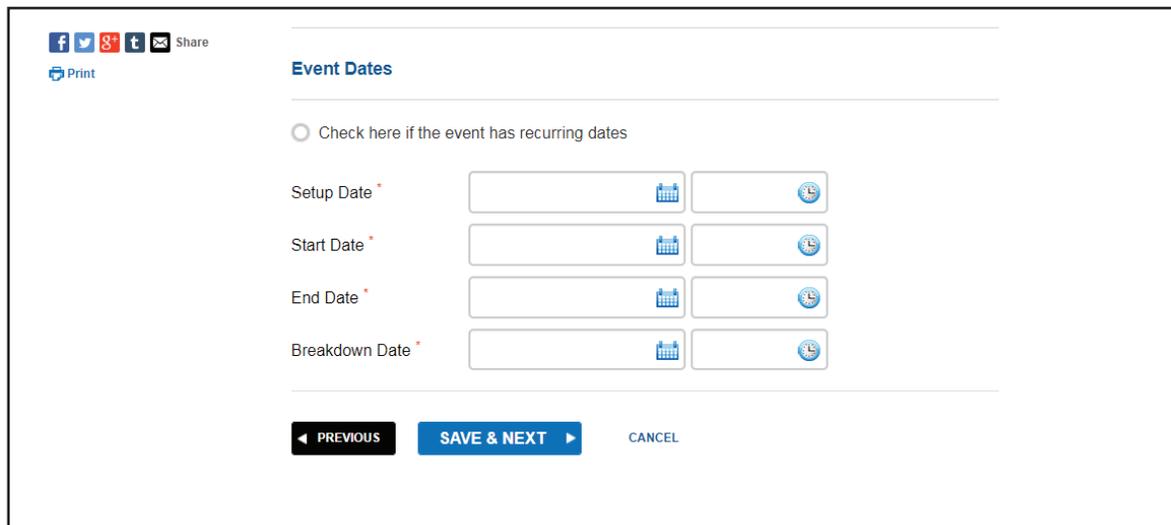
-Tick the box if your event has recurring dates and indicate what the dates will be

-Setup date: indicate the first date of your event. The time will be the set up window that begins before the actual event starts. In the set up time, this is when the street will begin to be closed to vehicles in order for you to begin setting up

-Start date: This is the date and time your actual event will begin. The date should be the same as above, but the time should be few hours after the setup window begins

-End date: This is the time when your event will end, but the street will still stay closed to vehicles so you can start breaking down. If your event has reccuring dates, please include the **final** date for your events

-Breakdown date: This is the date and time when the breakdown window closes and the street re-opens to vehicles. If your event has reccuring dates, please include the **final** date for your events. The breakdown window is typically 1-2 hours after your event ends.

(13) Event Location

-On Street Name Is the actual street where the event will be held

-Intersection 1 refers to the cross street at one end of the event
-Intersection 2 refers to the cross street at the other end of the event

-Street Closure section choose "Full Street Closure" from the drop down menu

-Street Side section choose "Full Street"

-Location Information just write a brief description about the corridor (commercial uses, BID-managed, etc.). Include that it is a Weekend Walk event

-Remember, events in different locations require a separate SAPO permit application!

(14) Click "Add Location" then click "Next"

⑮ Event Questionnaire

It is critical that you read each question carefully in this section. Answering yes or no might require you to provide the Mayor's Office with further documentation based on the item you are featuring at your event. For example, bouncy castles and other amusement rides typically require a DCA license as well as proof of insurance. The Mayor's Office and this application will indicate some of the other documentation needed based on how you fill out the questionnaire.

Question x Question

❶ Only select yes if you've held this event before (include previous SAPO ID #)	⓲ No, not permitted at Weekend Walks
❷ Estimate the number of attendees	⓳ No, not permitted at Weekend Walks
❸ Live entertainment includes DJ, band, etc. These require further permitting and guidance.	⓴ Only yes if your event will feature a tent structure or canopy
❹ No, only partners that feature sponsorships should select yes.	㉑ Depends if your event will features 75+ people in a tent or 200+ people in an enclosed area
❺ Yes, promotion through social media, word of mouth, etc.	㉒ Only yes if your event will feature street pole banners
❻ No, not permitted at Weekend Walks	㉓ No, not permitted at Weekend Walks
❼ No, security is not required for Weekend Walks.	㉔ Only yes if your event will feature horse-drawn carriages.
❽ Only yes if your event features amplified sound. This requires further permitting.	㉕ No, not permitted at Weekend Walks
❾ Only if you want to use a pole tap for electrical access. This requires further permitting. Highly discouraged.	㉖ Only yes if food will be distributed at your event.
❿ Only yes if you plan to use a generator. This requires further permitting depending on the generator size.	㉗ Only yes if anyone will be doing soliciting of any kind
⓫ No, not permitted at Weekend Walks	㉘ Only yes if alcohol will be served at your event.
⓬ No, not permitted at Weekend Walks	㉙ Only yes if your event will feature inflatable rides
⓭ No, not permitted at Weekend Walks	㉚ Only yes if your event will feature truck mounted rides.
⓮ Only required if your event will use large vehicles. This requires further permitting.	㉛ Only yes if there will be temporarily erected rides.
⓯ No, not permitted at Weekend Walks.	㉜ No, not permitted at Weekend Walks.
⓰ Only yes if you plan to have a stage at your event. This requires further permitting.	㉝ Only yes if there will be animals at your event.
⓱ Only if you plan to have bleachers, grandstands, or related structures. This requires further permitting.	㉞ Only yes if there will be a hydrant tap at your event.

16 Documents Upload

Use this section to upload any documentation if you already have it prepared. When first submitting the application, it is NOT necessary to upload the site plan, run of show, licenses, etc. However, these must be provided to the Mayor's Office and NYCDOT based on the deadlines given in the Partner Deadline Checklist.

Choose the file from a folder on your computer to upload(make sure you're using an accepted file format). In the "File Type" category, indicate what type of file it is. Name and give a description if you desire.

All final documentation (site plans, run of show, permits, licenses, etc.) will be uploaded into the SAPO Permit database at a later date by logging into E-Apply.

17 Click "Next" after uploading documentation

18 Review the application for the event
Then click "Go to Payment"

19 Application Fee

The application fee is waived for Weekend Walks partners. Please use the fee waiver code provided to you. This is a one-time use fee waiver code and can only be used for a Weekend Walks event. You were issued multiple waiver codes if your events are in different locations. The code is only valid when applying with the email account used in your initial Weekend Walks application.

20 Submit your SAPO Permit application!

*Important By clicking the **SUBMIT** button, I authorize the NYC Street Activity Permit Office and its money transmission vendors to charge my credit account as I have designated above. Once the **SUBMIT** button is clicked, your account will be debited for the listed payment amount and your application will be submitted.

Please Read the Applicant/Sponsor Affidavit In Full

which indemnifies and holds harmless the City of New York Notify the community of the event by posting "informational" signs immediately following issuance of the permit and prior to closure of the street or use of parking (these signs will be issued with your permit), and confirm with the NYPD the posting of "no parking signs" for enforcement and towing

The applicant/sponsor has read the list of responsibilities and has agreed to all terms and conditions of this application

☐ I AGREE

◀ PREVIOUS   SUBMIT   CANCEL

After entering the fee waiver code, read the partner affidavit then tick the check box next to "I Agree." Then submit your application!

Got a question or concern?
Please reach out:
weekendwalks@dot.nyc.gov
212 839 7214

NEW YORK CITY DOT

NYC WEEKEND WALKS