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District Manager

Street Activity Permits Guidelines and Requirements
(rev. Sept. 2026)

All street activity permit applications will be reviewed by our Licenses & Permits Committee which meets regularly on the 1st Wednesday of each month except August. The committee issues recommendations which are then subject to ratification by our Full Board. To facilitate this review, applicants are required to comply with the following procedures.

Documentation. All applicants for street activity permits are required to provide, at least 7 days prior to the Licenses & Permits Committee meeting:

1. *Security/Emergency Map*. The applicant is required to provide a map of the event which indicates the streets to be closed; the location of the emergency first-aid kit; and identifies the lane for emergency vehicles to access the entire block free of obstruction.
2. *Proof of non-profit status*. Applicants must be a nonprofit organization associated with the community and provide proof that their nonprofit status is in good standing. **Not required for block party applicants.**
3. *Festival Sponsor*. Applicants for festivals must provide documentation that at least one sponsor of the festival is based within the boundaries of Manhattan Community Board 11
4. *Letter of Intent for Festival Permits*. Applicants for festival permits are required to submit a letter of intent that provides a description and purpose of the event, a brief history and background of the group(s) sponsoring the festival, and the contact information for the 5 contact persons responsible for the event

All documents should be submitted via email to **applications@cb11m.org**.

Applicants that fail to provide the required documentation by the submission deadline will be administratively denied.

It is the applicant's responsibility to confirm that Community Board 11 has received materials.

Attendance. Applicants for street permits are required to attend the Licenses & Permits Committee meeting in person or must be present and visible on camera to discuss the application as well as the information provided in their supporting documentation. Failure to attend will result in a recommendation to deny the application.

Exemptions.

1. Applicants for block parties will be exempt from the requirements to submit supporting documentation and attend the committee meeting **if,**
    a. during the last two years the block party has been held in the same location and has been operated in the same manner consistent with the originally approved permit; and
    b. the event has been a good neighbor (i.e. no significant noise complaints or substantiated reports of illicit activity) since the permit was granted or last reviewed.

2. Elected officials and NYC municipal agencies applying for street event permits will be exempt from the requirement to submit supporting documentation.

3. Applicants for "Small" street events will be exempt from the requirements to submit supporting documentation and attend the committee meeting. These applications will be reviewed administratively by the staff and District Manager.

Expectations. Event organizers are: (1) required to publicize the date, time, location, and sponsorship of the event, so that members of the affected community are made aware of the event, its opportunities, and possible inconvenience; and (2) required to post "No Parking" signs at least 48 hours before the event; and (3) responsible for cleaning the permitted roadway, as well as adjoining streets affected by the event, both during and after the event.

Failure to adhere to these procedures will result in a recommendation that the Street Activity Permit Office deny the application.

If you have any further questions about our process, please do not hesitate to call our office at 212-831-8929.

NOTE: After the community board has concluded its review, applicants are advised to direct any inquiries about the status of a permit to the Street Activity Permit Office (SAPO) at 212-788-0025 or their assigned application processor.

EVENT TYPES

Farmers Markets

Farmers markets are open-air markets held on sidewalks, where products grown, raised, caught or baked by local farmers and fishers are available for sale to the general public. Sidewalks are the only areas permitted for a farmer's market; streets cannot be closed for a farmer's market. Farmers markets are not allowed next to New York City parks or on pedestrian plazas. Applicants must be members or staff of a nonprofit. Applications must be submitted 90 days prior to the event date.

Religious Events. Religious events that take place on streets or sidewalks require a permit. Religious events are categorized into three event types: Sukkot, Mobile Unit, or Ceremony and are limited to one day and one block. No fundraising or sale of goods or services can take place at a religious event and the permit is valid for an act of worship only. Applicants must be members of a religious organization with an indigenous relationship to the block or the community and given permission by their neighbors. Nonprofit applicants must provide nonprofit status documentation. Applications must be submitted 60 days prior to the event

Street Events. Street events are activities held on curb lane, public sidewalk or public street that interfere or obstruct the public's regular use of the location. Applications must be submitted 60 days, 45 days, 30 days or 14 days in advance, depending on the size of the event.

Single Block Festivals. Single block festivals are limited to one block and 12 consecutive hours. Applicant organizations must be a nonprofit with an EIN and proof of nonprofit status. Applications must be submitted 90 days before the event.

Street Festivals. Street festivals are community-sponsored events requiring a street closure of one or more blocks for one day or more. These events offer the general public opportunities to purchase goods or services from licensed vendors. Events can be held for more than one day and on more than one block but cannot exceed 12 consecutive hours per day. Applicants must be a nonprofit organization associated with the community, whose nonprofit status is in good standing. Applicants must provide documentation of their nonprofit status. Applicants may apply only if their event took place in 2016.

1. No festivals shall be held near a school unless approved by the school superintendent and principal (while the school is in session)
2. A sponsor assumes full responsibility for the event. Event-related actions of any agents of a sponsor, including producers, sanitation, security, management or volunteers, are the responsibility of the sponsor.

Applications for a street festival can be submitted as early as the first business day in November, but no later than December 31st of the year preceding the event.

Rules and Responsibilities of the Street Festival Sponsors

Community Board 11 requires sponsors to:

1. offer non-profit organizations based within CB11 vendor space for free if they are not selling goods or services and at a reduced rate if they are selling goods or services (50% of market rate)

2. give store-front merchants first choice at renting the vendor space directly in front of their establishments and rent to them at a lower rate than would be charged to another vendor (50% of market rate)
3. specifically identify and provide donations to local community-based non-profit organization(s) in Community Board Eleven totaling at least 25% of the profits generated through the street activity, event or fair
4. publicize the date, time, location, and its sponsorship of the event, so members of the affected community will have been reminded of the event, its opportunities, and possible inconvenience
5. post "No Parking" signs at least 48 hours before the event
6. make good faith efforts to post notices of rerouting of buses along affected routes in advance of the event
7. provide no fewer than four public toilets per ten event blocks and ensure that they are locked at the end of the event
8. in advance of the event, to meet with the Police Precinct to plan the number of police and their posts, assignments, and instruction
9. prohibit performers or stages from setting up within a radius of fifty feet from a commercial establishment that is open for business without written consent from the owner
10. prohibit vendor spaces in front of fire hydrants
11. Security and Safety Requirements of the Street Festival Sponsors
    1. There must be open spaces of 4 feet between every three booths
    2. "The Safety Marshals" must be identified by a T-shirt with the words "SAFETY MARSHALL" or a red band on the upper arm. The purpose of the Safety Marshall is to attend and direct people in an organized manner in case of an emergency.
    3. Provide a lane for emergency vehicles in the center of the street. Instruct Safety Marshals to clear the area and direct emergency vehicles.
    4. A location must be designated for a First-Aid Kit Station with a person certified in First-Aid.
    5. Drugs, alcohol and gambling are prohibited

If the above rules are not adhered to, the police will be notified, and the festival will be closed immediately; the applicant and sponsor will lose all privileges to apply for another event.

Community Board 11 reserves the right to:

1. make exceptions to these guidelines
2. issue conditional approval to any applicants
3. determine the number of events held within its boundaries in any calendar year
4. oppose any event it believes will overburden or is not in the interests of the community
5. limit the use of any particular stretch of thoroughfare to one event per calendar year
6. limit street closings to 8:00 am to 10:00 pm (the actual event must take place sometime between the hours of 9:00 am to 9:00 pm)
7. deny support for permit applications for non-compliance