

# TOWN OF WAPPINGER

ZONING ADMINISTRATOR  
Barbara Roberti X128

CODE ENFORCEMENT  
Susan Dao X126

FIRE INSPECTOR  
Mark Liebermann X127



SUPERVISOR  
Dr. RICHARD THURSTON

TOWN COUNCIL  
WILLIAM H. BEALE  
ANGELA BETTINA  
ROBERT JOHNSTON  
MICHAEL KUZMICZ

**BUILDING DEPARTMENT**  
20 MIDDLEBUSH ROAD  
WAPPINGERS FALLS, NY 12590-0324  
(845) 297-6256  
FAX: (845) 297-0579

## TEMPORARY SALES – PROMOTIONAL EVENTS

### APPLICATION

Date: \_\_\_\_\_

Fee: \$ 100.00

**Applicant** \_\_\_\_\_

Name / Business: \_\_\_\_\_

Residential or Commercial: \_\_\_\_\_

Location: \_\_\_\_\_

Zone: \_\_\_\_\_ Acres: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Owner's Consent: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Description of Event and associated activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If using the following, please indicate size and provide sketch of location.

Enclosed Tents: \_\_\_\_\_ (contact Fire Inspector)

Canopies: \_\_\_\_\_

Signs: \_\_\_\_\_ (50 square ft. max)

Provisions for extra parking: \_\_\_\_\_

HAS THIS BUSINESS/APPLICANT CONDUCTED A SMILAR EVENT THIS CALENDAR YEAR? \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## OWNER CONSENT FORM

**TO BE FILED WHEN THE APPLICANT IS NOT THE BUILDING, SITE OR PROPERTY OWNER**

BUILDING PERMIT # \_\_\_\_\_ APPLICATION # \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

GRID: # \_\_\_\_\_

Name of APPLICANT: \_\_\_\_\_

(Person PHYSICALLY coming in to apply) (IF other than the Owner)

## ~ CERTIFICATION ~

### **NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy**

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

### ***FAILURE TO COMPLY MAY RESULT IN COURT PROCEEDINGS.***

*I, \_\_\_\_\_, owner of the land/site/building hereby give my permission for the Town of Wappinger to approve or deny the above application in accordance with local and state codes and ordinances.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Telephone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Owner's Address

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### **FOR OFFICE USE ONLY**

Code Enforcement Official: \_\_\_\_\_

# **TEMPORARY SALES – PROMOTIONAL EVENTS PERMIT**

## **INSTRUCTIONS FOR APPLICATION:**

1. FILL OUT APPLICATION FORM COMPLETELY.
2. PROVIDE FAX# IN ADDITION TO PHONE # WITH CONTACT PERSON'S NAME.
3. IF NOT OWNER OF THE PROPERTY, PROVIDE OWNER'S CONSENT FORM.
4. DESCRIBE THE PROPOSED EVENT IN DETAIL.  
INCLUDE HOURS OF OPERATION, NUMBER OF PERSONNEL INVOLVED,  
PROPOSED EXTRA PARKING LOCATIONS AND OTHER RELEVANT INFORMATION.
5. PROVIDE SKETCH OF THE ENTIRE PROPERTY SHOWING WHICH PORTION OF  
SAME IS TO BE UTILIZED FOR THE EVENT.
6. PLEASE BE ADVISED THAT NO STRUCTURE OR COMBINATION OF STRUCTURES,  
FOR THIS USE CAN EXCEED 1,000 SQ. FT. IN GROSS FLOOR AREA.
7. THE EVENT MUST NOT POSE ANY SAFETY CONCERNS. IF IN DOUBT, PLEASE  
297-6256