



INCORPORATED VILLAGE OF
Roslyn Harbor

**TAG SALE
APPLICATION FILING REQUIREMENTS**

NOTIFICATION TO PROPERTIES WITHIN 200 FT RADIUS

- ❖ Applicant must notice property owners within 200 feet of the entire property by proof of mailing, advising them of the nature, date and time of the special event. Proof of Mailing Receipts must be provided to the Village Clerk prior to the event no later than 3 (three) weeks prior to the event.

APPLICABLE DATES & HOURS OF TAG SALE

- ❖ Friday, Saturday or Sunday and no federal holidays.

CONTACT INFORMATION

- ❖ Provide name(s) and telephone number(s) of the contact person(s) who will be in attendance at the tag sale and responsible for maintaining compliance with all conditions contained in any permit; any changes in the contact(s) responsible or his/her (their) contact information must be submitted to the Village no later than one business day prior to the scheduled special event.

TRASH REMOVAL

- ❖ Applicant is responsible for the removal of any trash generated from the site and the event on the public roads leading to the event.

NOTIFICATION TO POLICE DEPARTMENT

- ❖ Applicant must notice Police Department, advising them of the nature, date and time of the tag sale.



Roslyn Harbor

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TEL # (516) 621-0368 FAX # (516) 621-1803
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TAG SALE PERMIT APPLICATION

ORDINANCE NO. 7 (AMENDED LOCAL LAW 3 OF 1978)

Section 1 – No person shall cause or permit to take place on public or private property in the Village any parade, exhibition, concert, dog show, antique show, horse show, auction sale or other similar event, performance or display without first obtaining a permit therefore from the Village Clerk.

Application Date: _____

Owner's Name: _____

Address: _____ Section: ____ Block: ____ Lot (s): ____ Zone: ____

Phone: _____ Email: _____

Applicant's Name (If Other than Owner): _____

Address: _____

Phone: _____ Email: _____

Tag Sale Company: _____

Address: _____

Contact Person (day of event): _____ Phone: _____

Email: _____

Date of Tag Sale: _____ Hours: _____

Number of Persons expected to attend _____

Method of Advertising: _____

Description of traffic control and parking for the event: _____

What provisions will be made for prompt cleanup, removal of structures, equipment, signs and for restoration of the area? _____

Describe _____

FEE: \$30 per day (make checks payable to the Village of Roslyn Harbor)
\$250 refundable deposit

RESTRICTIONS

1. Only three (3) signs permitted – 2 feet by 2 feet. Each sign must be on a white background and not be placed on telephone poles, Village public land, or public or State traffic signs.
2. NO BALLOONS OR FLAGS.
3. Signs must be removed immediately after event.

Owner's Name (Print) Signature Date

Applicant's Name (Print) Signature Date

Clerk's Signature Date

APPLICANT MUST BE IN GOOD STANDING WITH THE VILLAGE OFFICE BEFORE A PERMIT OR C of O WILL BE ISSUED