



**VILLAGE OF SAGAPONACK**

PO Box 600  
3175 Montauk Highway  
Sagaponack, NY 11962  
www.sagaponackvillage.org  
631-537-0017 631-537-0612 (FAX)

**TENT PERMIT APPLICATION**

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

Permit No: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

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

This permit is for the use of a tent as described. This permit is independent of zoning regulations and is not intended to infer that the use of a tent is permitted use under zoning regulations. Additional permits may be required for special events. Please contact the Village Clerk at 631/537-0017 if you have any questions.

**INSTRUCTIONS**

- All forms must be completed in ink or typed.
- This application will be deemed incomplete and will not be processed unless fully and clearly completed and all necessary supporting documentation attached including acknowledgement of Chapter 200 – TENTS.
- Attach Detailed Site & Floor Plan to Include:  
 \_\_\_\_\_MEANS OF EGRESS FACILITIES \_\_\_\_\_SEATING CAPACITY \_\_\_\_\_ARRANGEMENT OF SEATING  
 \_\_\_\_\_LOCATION OF HEATING AND ELECTRICAL EQUIPMENT \_\_\_\_\_LOCATION OF COOKING TENT  
 AND LIQUID PROPANE TANKS
- A stamped letter from a NYS licensed architect or engineer is required for tents greater than 15,000 square feet or if it is determined upon a site inspection that roping, anchoring, soil or weather conditions are a concern.
- Attach Certification of Flame Retardants for the Tent Membrane, Sidewalls, Bunting and Combustible Decorations to Include the NAME & ADDRESS OF OWNERS OF TENT
- Check payable to the Village of Sagaponack for \$250.00 for the first tent & \$50.00 per each additional tent.

Applicant: \_\_\_\_\_ Business/Organization/Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Will the above person also be the contact person on site the date of the event?  YES  NO

If not, please provide an onsite contact person and contact information:

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Owner of This Location: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Event Planner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Valet Parking Co. Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Tent Supplier: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date to be Erected: \_\_\_\_\_ Used: \_\_\_\_\_ Removed (within 24 hrs of permit expiration)

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**Liquid Propane Gas:**

Will Liquid Propane Gas be used on site?  yes  no If yes, please complete:

Cooking: \_\_\_\_\_ Heating: \_\_\_\_\_  
                   # of tanks                   size of tanks                   # of tanks                   size of tanks

**Generators:**

Will generator(s) be used on site?  yes  no If yes, please complete:

Type: \_\_\_\_\_ Size: \_\_\_\_\_

**Tent Specs:**

Tent # (1, 2, 3)	Size of Tent	Side Panels	Electrical Equipment (Attach electrical layout)	Heating/AC	Maximum Number of Occupants
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Additional/Special Use Tents: \_\_\_\_\_  
 \_\_\_\_\_

**Structural Information:**

Will a stage be used at the event?  YES  NO If yes, what is the height from grade? \_\_\_\_\_

Will any tent be located on an elevated platform? \*\*  YES  NO

\*\* Platforms for elevated tents require a plan stamped by NYS architect or engineer for structural stability for the intended use and must be inspected by the Building Dept.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

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



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### TENT PERMIT APPLICATION SPECIAL REQUIREMENTS

1. The tent and associated equipment, as well as its location and use, must comply with all applicable codes including NYS Fire Code and local codes including zoning.
2. There is **NO SMOKING** under the tent(s). There shall be no open or exposed flames inside or within 20 feet of the tent. In addition, fireworks and stage pyrotechnics shall not be allowed.
3. There is **NO COOKING** under the assembly tent(s). All tents used for cooking are compliant with Chapter 24 of the Fire Code of New York State.
4. The tent shall be erected so as to provide free and clear egress from the area. If sidewalls are used or other obstructions exist, the exits shall be clearly marked and maintained in accordance with Chapter 24 of the Fire Code of New York.
5. The location of the tent shall not restrict access to buildings or other tents that are located on the premise or to buildings that are deeded access on the property.
6. Tents are not permitted to be erected on dunes or in wetlands. Location may be further restricted by location of nesting piping plover.
7. Vehicles shall not park within 20 feet of a tent. Generators and other internal combustion engines likewise are not permitted within 20 feet of a tent.
8. Unless approved in advance by the Village Building Inspector, tents used for assembly shall not be located over swimming pools. In all instances, the responsibility for the adequacy of structural elements involved in the construction of the tent lies with the tent company. The Village of Sagaponack assumes no responsibility for the adequacy of the structural elements.
9. All electrical wiring shall be properly installed and maintained to be in compliance with the Electric Code of New York State. Electrical cables run on the ground shall be placed in trenches or protected by approved covers. In events that require wiring beyond the routine running of temporary lighting, including EXIT lights and emergency lights, an electrician licensed to work within the Village of Sagaponack shall sign off on the project.
10. Portable fire extinguishers shall be furnished and maintained in all tents that have an occupant load over 50 persons as specified in Section 906.
11. Guy ropes, stakes and other support equipment adjacent to or in the path of exit travel must be effectively enclosed or guarded to protect persons from injury.

***STREET NUMBER MUST BE INCLUDED ON LOCATION OF EVENT and POSTED SO AS TO BE NOT LESS THAN 4" IN HEIGHT AND CLEARLY VISIBLE FROM THE ROADWAY.***

By signing this document, I have acknowledged that I have read Special Requirements – TENTS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### TENT PERMIT APPLICATION

#### CHAPTER 200 TENTS

**[HISTORY: Adopted by the Board of Trustees of the Village of Sagaponack 10-15-2008 by L.L. No. 12-2008. Amendments noted where applicable.]**

##### **§ 200-1 Purpose.**

The erection of tents for the temporary enclosure of persons or property typically incident to a social event risks adversely impacting the peace and quiet of residential neighborhoods within the Village, and this chapter is intended to enable a review of any such planned activity so as to protect the public interest, including the expectation of peace and quiet particularly during seasonal periods of greater activity.

##### **§ 200-2 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

###### **PERMANENT**

Lasting or enduring with the intent to remain indefinitely.

###### **TENT**

Any movable structure or shelter consisting of material stretched entirely or partially over a framework of beams, rods or posts.

##### **§ 200-3 Permanent tents prohibited.**

No person shall erect, construct or maintain a permanent tent on land owned or occupied by said person located within the Village.

##### **§ 200-4 Storage tents prohibited.**

In no event shall any person erect, construct or maintain a tent to remain on public or private land located within the Village for the purpose of storing any vehicle, boat or mechanical equipment.

##### **§ 200-5 Permit required for temporary tents; application; fee.**

- A. No person shall erect, construct or maintain a tent to remain on public or private property within the Village for seven or fewer consecutive days unless a permit is issued by the Village Clerk.
- B. Any application for a permit shall be submitted at least 60 days prior to any requested date of issuance.
- C. Any such application shall be accompanied by a fee of \$100, except as such fee may be changed from time to time by resolution of the Board of Trustees.
- D. Upon receipt, any such application shall be reviewed by the Village Clerk to determine whether it is complete, and, upon any such determination, the Village Clerk shall refer said application to the Town of Southampton Fire Marshal for a report to the Board of Trustees on whether the proposed tent structure

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TENT PERMIT APPLICATION**

**CHAPTER 200 TENTS (continued)**

complies with all applicable provisions of the New York State Uniform Fire Prevention and Building Code, the NFPA Life Safety Code, the NFPA Temporary Membrane, Structures/Tents Code and any other applicable building, life safety or fire safety regulations.

E. Any such application shall be approved or denied by the Board of Trustees, which, in its discretion, may require a public hearing on any such application if the Board determines there is a substantial risk of any of the following:

- (1) Adverse impact on the health, safety and welfare of the community; or
- (2) Undue inconvenience to neighbors; or
- (3) Adverse impact on property values or the aesthetic character of the neighborhood; or
- (4) The proposed use is unlawful; or
- (5) The tent will remain for more than seven days or more than 24 hours after any event using the tent is concluded; or
- (6) The applicant is unable to comply with Village Code § 82-1A(10); or
- (7) Any use of the tent is commercial.

**§ 200-6 Conditions of approval.**

- A. With respect to any approval granted hereunder, the Board of Trustees may impose any reasonable conditions it deems appropriate to protect the health, safety and welfare of the community and/or to preserve the surrounding property values and aesthetic character of the neighborhood community.
- B. Within 24 hours of the expiration of a permit issued hereunder, the tent for which the permit was granted shall be disassembled and removed from the Village or stored inside an accessory building or garage by the person(s) issued the permit.

**§ 200-7 Exceptions.**

This chapter shall not apply to any tents or outdoor covered structures that cover less than 100 square feet.

**§ 200-8 Penalties for offenses.**

- A. Any person who shall violate any provisions of this chapter or any of the rules and regulations adopted by the Building Inspector pursuant to this chapter shall be guilty of a violation punishable by a fine not exceeding \$1,000 or imprisonment for a period not to exceed 15 days, or both. Each day's continued violation shall constitute a separate violation.
- B. For the purpose of conferring jurisdiction upon courts and judicial officers generally, violations of this chapter shall be deemed violations, and, for such purpose only, all provisions of law relating to violations shall apply to such violations.

By signing this document, I have acknowledged that I have read Chapter 200 – TENTS.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

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



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**If Applicant Is Not The Owner, Submit This Form With Application**

**OWNER'S AUTHORIZATION**

**For Use of Property**

STATE OF NEW YORK )

)ss:

COUNTY OF SUFFOLK )

\_\_\_\_\_, being duly sworn, depose and say, that I reside at

\_\_\_\_\_, that I am the owner (or an officer of the

corporation, which is the owner) of \_\_\_\_\_, and hereby grant permission to  
(address of property)

\_\_\_\_\_ whose mailing address is \_\_\_\_\_, to install a

tent on my property.

\_\_\_\_\_  
**Signature of Owner**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Notary Public**