

Application # _____

Date received: _____

WS-1

Application For SPECIAL EVENT Permit

Submit applications to:
Town of Aurora Town Clerk
575 Oakwood Ave
East Aurora, NY 14052
Telephone (716) 652-3280 Fax: (716) 652-3507

ALL REQUESTS MUST BE MADE NO LESS THAN 30 DAYS IN ADVANCE OF EVENT.

1. Name of organization/Applicant:

Friends of Griffins Mills

2. Individual responsible for this request:

Alan Davis

3. Address:

1266 Luther Rd

East Aurora, NY 14052

4. Telephone number:

5. Fax:

6. Email:

7. Date(s) of event:

Saturday, August 2, 2025

8. Hours of event (including set up/take down): Start 10 AM End 6 PM

9. Description of the event:

Griffins Mills Heritage Day with family-oriented programs, activities, displays, reenactors commemorating the Erie Canal Bicentennial. Community-wide planning with GM Church, St. Paul's, Lutheran, West Falls F.D., West Falls Library, etc.

10. Location of event:

Address: Mill Rd. + West Falls Rd. intersection area

SBL #: _____

Please attach a map of the event area. On the map include the following:

- Parking area(s) - including number of on and off-street parking spaces.
- Location(s) and number of toilet facilities.
- Location of entrance(s) and exit(s) to/from the event site.

- Location of vendor facilities, if applicable, including tents, booths and food service facilities.
- Location of all residential structures on the property and on adjacent properties.
- Map of parade route if applicable.

11. Written steps to be taken to control traffic:

In coordination with Dave Gunner, Hwy Superintendent, cones will be used for lane restrictions to create walking lane on one side + one crosswalk at intersection along with signage coming into the area and diversion signage.

12. Written plan for security:

Parking attendants at each parking lot and West Falls Fire Dept on site + providing assistance

13. Estimated attendance per day: 300

- Will pedestrian participants be crossing any public road(s)? ☒ Y ☐ N
- Will participants be attending via bus? ☐ Y ☒ N

14. Will food or drinks be served?

- If yes, please describe

yes
St. Paul's Lutheran Church offering hot dogs, beverages, baked good + ice cream truck

15. Will there be sound amplification, music, DJ or band(s)?

- If yes, please describe

Possibly wandering minstrels, no amplification

16. Provide drawings to the Town of Aurora Building Department that describe location, size and text of all proposed signs for this event. (Additional fees may apply.)

Approved signs may be erected upon approval of the permit, but no sooner than 30 days prior to the event and must be removed immediately after.

PLEASE NOTE: Based on the type of event and estimated attendance, a meeting with the Town Supervisor, Highway Supervisor, and Chief of Police may be scheduled at the discretion of the Aurora Town Board to discuss a plan for proper traffic control, parking and crowd control.

17. Insurance: Applicant must obtain and maintain commercial liability insurance policy, including public liability coverage, with minimum limits of \$1,000,000 per occurrence, and property damage insurance with minimum limits \$1,000,000 per occurrence; Such policies shall list the Town of Aurora as an additional name insured.

18. Indemnification: Applicant shall defend, indemnify, and hold harmless the Town of Aurora, its officials, employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances, and expenses (including reasonable attorneys' fees) arising

out of any activity related to or in connection with this application or any permit, gather or event related to this application.

19. Acknowledgement:

I CERTIFY UNDER PENALTY OF PERJURY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT, THAT ANY FALSE OR MISLEADING INFORMATION SHALL BE GROUNDS FOR DENIAL, AND I AGREE, TO COMPLY WITH ANY AND ALL CONDITIONS OF APPROVAL.

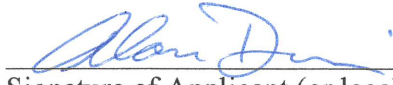
I ACKNOWLEDGE THAT IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT PATRONS, LICENSEES, AND/OR INVITEES OF THE EVENT DO NOT TRESPASS UPON OR DAMAGE ANY ADJOINING PROPERTY OR PREMISES.

I ACKNOWLEDGE THAT THE AURORA TOWN CODE CHAPTER, ENTITLED "SPECIAL EVENTS.", IS THE CONTROLLING LEGISLATION FOR THE REGULATION OF EVENTS IN THE TOWN OF AURORA, AND THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION REQUIRES COMPLIANCE WITH ALL PROVISIONS AND REGULATIONS WITHIN.

I FURTHER ACKNOWLEDGE THAT THE ISSUANCE OF A PERMIT PURSUANT TO THIS APPLICATION IS NOT A WAIVER FOR ANY ACTIVITY PROHIBITED BY LAW, AND AS A CONDITION OF ANY PERMIT ISSUED, COMPLIANCE WITH ALL PROVISIONS OF THE AURORA TOWN CODE, AS WELL AS APPLICABLE STATE AND FEDERAL LAW, IS REQUIRED.

APPLICANT CONSENTS TO THE INSPECTION OF THE PREMISES BY A POLICE OFFICER OR OTHER ENFORCEMENT OFFICER FOR THE PURPOSE OF ENSURING THAT THE TERMS AND CONDITIONS OF THE PERMIT ARE MET.

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.


Signature of Applicant (or legally authorized representative of Applicant)

April 11, 2025
Date

20. Property Owner Consent: Property owner consent is required when the Applicant is not the property owner. If the Applicant is the property owner, this portion does not need to be filled out.

I CERTIFY UNDER PENALTY OF PERJURY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGAL OWNER OF THE PROPERTY LISTED IN THIS APPLICATION, OR I AM A LEGAL OWNER, AGENT, MEMBER, OR AUTHORIZED OFFICER OF THE CORPORATION OR TRUST OWNING THE PROPERTY LISTED IN THIS APPLICATION.

I UNDERSTAND THAT, AS AN OWNER OF A PROPERTY LOCATED WITHIN THE TOWN OF AURORA AND OUTSIDE OF THE BOUNDARIES OF ANY INCORPORATED VILLAGE, I SHALL NOT CAUSE, PERMIT, OR ALLOW MY PROPERTY TO BE USED FOR AN EVENT AS DEFINED IN AURORA TOWN CODE §XXX UNLESS A WRITTEN PERMIT FOR THE EVENT HAS BEEN ISSUED BY THE APPROPRIATE TOWN OFFICIAL(S).

I HEREBY CONSENT TO INSPECTION OF THE PREMISES BY A POLICE OFFICER OR OTHER ENFORCEMENT OFFICER FOR THE PURPOSE OF ENSURING THAT THE TERMS AND CONDITIONS OF THE PERMIT ARE MET.

I ALSO HEREBY AGREE THAT I AM FULLY AWARE OF THE DETAILS OF THE EVENT

PROPOSED HEREIN AT THE SUBJECT PROPERTY, AND I AUTHORIZE THE APPLICANT TO MAKE THIS APPLICATION AND CONSENT TO THE EVENT AND ACTIVITY DESCRIBED.

I AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE TOWN OF AURORA , ITS OFFICIALS, AGENTS, EMPLOYEES AND OTHER PERSONS FROM AND AGAINST ANY AND ALL CLAIMS, SUITS, DAMAGES, CAUSES OF ACTION, JUDGMENTS, LOSSES, COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) ARISING OUT OF PERSONAL INJURY, INCLUDING DEATH, PROPERTY LOSS OR THEFT THAT MAY OCCURE ON MY PROPERTY DURING OR AS A RESULT OF THE EVENT.

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

Signature of Property Owner, Agent,
Member or Authorized Corporate Officer

Date

Official Use Only

	Fee	Date Paid
Application	\$25	4/11/2025 receipt # 768681
Permit	\$50	
Additional Services	TBD	

Event: _____

Attachments Submitted

- _____ Indemnification Agreement
- _____ Certificate of Insurance
- _____ Map with area(s) requested to be used indicated
- _____ Parking and Traffic plan
- _____ Copy of application for sign permit, if applicable.

Application reviewed by Town Clerk and Code Enforcement:

_____ Recommended _____ Not recommended

Action by Aurora Town Board

The Aurora Town Board, upon review of the application request # _____ submitted by _____ (organization or individual) took the following action with or without conditions (as applicable) noted below:

Approved: _____
Supervisor's Signature

Date: _____

Denied: _____
Supervisor's Signature**Conditions of Approval:**

- _____ Police Department Approval
- _____ Highway Department Approval
- _____ Building Department Approval
- _____ Requesting organization shall attach a completed **Certificate of Insurance** with minimum limits to include public liability coverage with limits of \$1,000,000 each occurrence; property damage insurance with limits of \$1,000,000 each occurrence. Policy shall be endorsed to include the Town of Aurora as an additional name insured
- _____ Approval of parking and traffic plan
- _____ Other

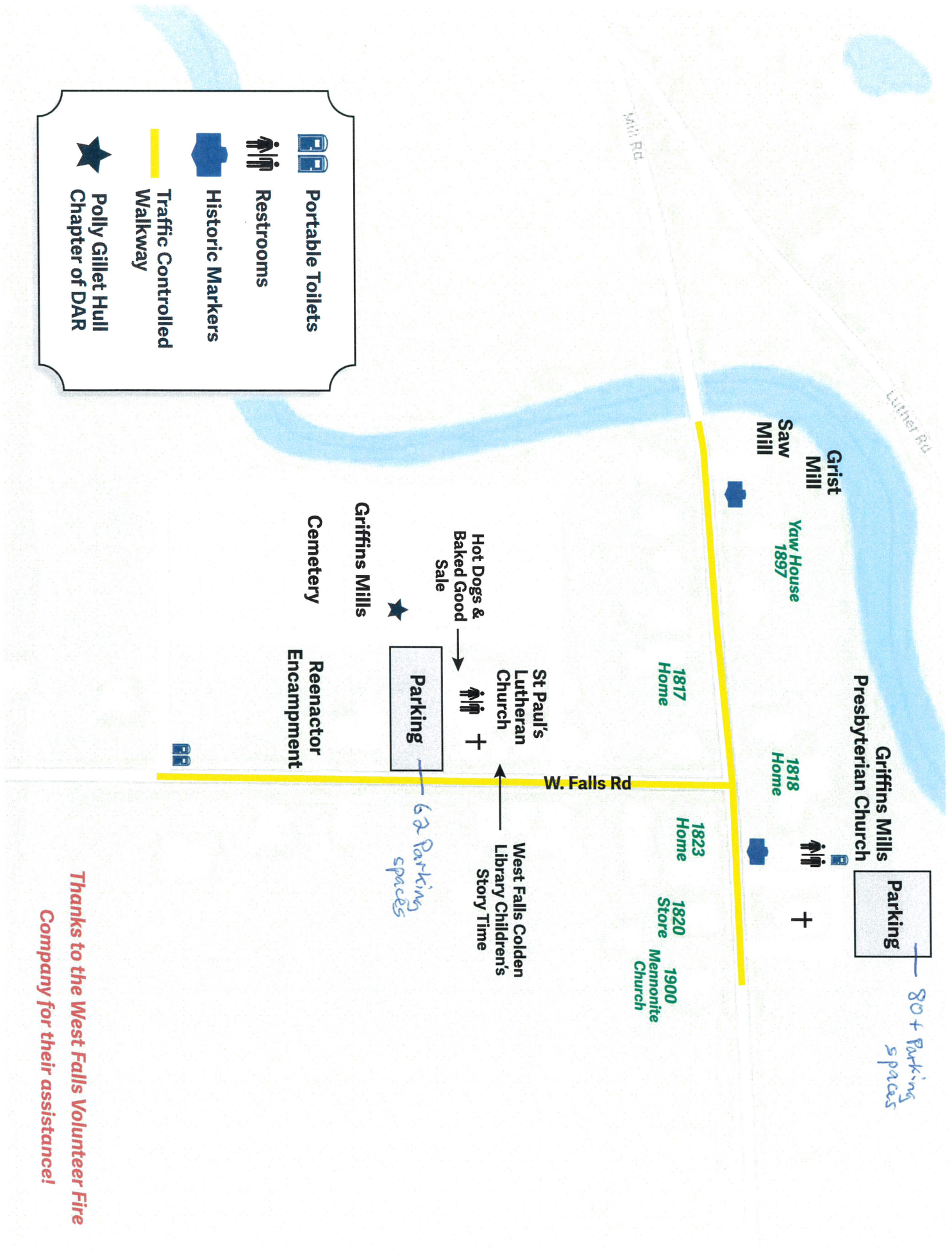
Portable Toilets

Restrooms

Historic Markers

Traffic Controlled Walkway

Polly Gillet Hull Chapter of DAR



Thanks to the West Falls Volunteer Fire Company for their assistance!

WS-2

Revised Definitions:

DWELLING GROUP - Two or more Single-Family dwellings on the same lot.

IN-LAW APARTMENT - An owner-occupied, single-family dwelling with a separate apartment within the dwelling and without a separate entrance that includes one kitchen or kitchenette, one bathroom and one bedroom, and not to be advertised as a Bed and Breakfast, Short-term rental, or Long-term rental property or sold as a double or duplex.

116-8.1 R1 Single-Family Residential District

116-8.1B Permitted uses when approved by the Town Board through special use permit:

Add – (2) In-Law apartment

(a) Requirements

- (1) A survey showing parking and detailed floor plan(s) are required.
- (2) All parking must be accommodated on site by one common driveway. At least two parking spaces shall be provided for the Single-Family dwelling and at least one space for the In-Law apartment.
- (3) Exterior of building must have or maintain the appearance of a Single-Family dwelling.
- (4) All utilities hookups will be a single service.
- (5) Must meet current State Building and County Health codes.
- (6) Only one In-Law apartment is allowed per lot or Dwelling Group.
- (7) The Special Use permit is not transferrable.
- (8) Property Owner shall make their property available to the Code Enforcement Officer for a Fire Safety Inspection in accordance with Section 116-46 for an existing In-Law apartment prior to the review by the Town Board of a Special Use permit application.

116-8.1D Building size

Revise (1) Single-Family dwelling: not less than 1,200 square feet.

Add – (2) In-Law apartment: not less than 500 square feet.

Revise – (3) Accessory building/structure: footprint not to exceed 25% of the required rear yard.

116-8.2 R2 Residential District

116-8.2D Building Size

Add – (3) In-Law apartment: not less than 500 square feet.

Revise – (4) Accessory building/structure: footprint not to exceed 25% of the required rear yard.

116-8.3 R3 Residential District

116-8.3B Permitted uses when approved by the Town Board through a special use permit:

Revise - (2) Dwelling group consisting of two or more Single-Family dwellings ~~units~~ on the same lot.

116-8.3D Building size

Revise – (1) Single-Family dwelling: not less than 1,200 square feet.

Revise - (2) Two-family dwelling: not less than 1,800 square feet, with a minimum dwelling unit size of 500 square feet.

Add - (4) In-Law apartment: not less than 500 square feet.

Revise – (5) Accessory building/structure: footprint not to exceed 25% of the required rear yard.

116-8.4 RR Residential District

116-8.4B Permitted uses when approved by the Town Board through special use permit:

Revise – (1) Dwelling group consisting of two or more Single-Family dwellings units on the same lot.

Add – (2) In-Law apartment

(a) Requirements

- (1) A survey showing parking and detailed floor plan(s) are required.
- (2) All parking must be accommodated on site by one common driveway. At least two parking spaces shall be provided for the Single-Family dwelling and at least one space for the In-Law apartment.
- (3) Exterior of building must have or maintain the appearance of a Single-Family dwelling.
- (4) All utilities hookups will be a single service.
- (5) Must meet current State Building and County Health codes.
- (6) Only one In-Law apartment is allowed per lot or Dwelling Group.
- (7) The Special Use permit is not transferrable.
- (8) Property Owner shall make their property available to the Code Enforcement Officer for a Fire Safety Inspection in accordance with Section 116-46 for an existing In-Law apartment prior to the review by the Town Board of a Special Use permit application.

116-8.4D

Revise – (1) Single-Family dwelling: not less than 1,200 square feet.

Add – (2) Two-Family dwelling: not less than 1,800 square feet, with a minimum dwelling unit size of 500 square feet.

Add – (3) In-Law Apartment: not less than 500 square feet.

116-8.5 A Agriculture

116-8.5B Permitted uses when approved by the Town Board through a special use permit:

Add – (16) In-Law Apartment. See 116-8.4B(2) for requirements.

116-8.6 Commercial districts generally

116-8.6E

Revise – (1) Single-Family dwelling: not less than 1,200 square feet

Revise – (2) Two-Family dwelling: not less than 1,800 square feet with a minimum dwelling unit size of 500 square feet.

Add – (4) In-Law Apartment: not less than 500 square feet.

Revise - (5) Accessory building/structure residential and commercial: The combined footprint of all accessory buildings/structures not to exceed 50% of the footprint of the principal building.

116-8.7 C1 Commercial

116-8.7D

Add – (14) In-Law Apartment. See 116-8.1B(2) for requirements.