



## **Village of Greenport Building Department**

**236 Third Street, Greenport, New York, 11944**

**(631) 477-0248**

[www.villageofgreenport.org](http://www.villageofgreenport.org)

### **ENTERTAINMENT PERMIT APPLICATION CHECKLIST**

#### **INSTRUCTIONS FOR ENTERTAINMENT PERMIT APPLICATION:**

Please submit the following in six (6) sets collated into separate packets, with original signed set and check for filing fee clipped on top.

1. Completed Application signed and notarized.
2. A separate operating report in respect of the applicable business, entity or property that includes the following information:
  - A. A summary of the type of catered events and/or entertainment which such business, entity or property intends to provide, including the approximate maximum number of persons anticipated to be present within the business or on the applicable property in connection with the hosting of any entertainment or catered affair.
  - B. The approximate anticipated days and hours during which such business, entity or property contemplates hosting entertainment and/or catered affairs; a description of the proposed placement of seating (to the extent seating is to be altered in or at the establishment or applicable property in connection with the hosting of any entertainment or catered affair from that which applies during normal operations of such business).
  - C. Any stage or dancing areas, security arrangements and any proposed noise mitigation or buffering arrangements to be included in connection with the hosting of entertainment and/or catered affairs.
  - D. A statement as to the compatibility of the hosting of entertainment and/or catered affairs with the properties immediately adjacent to the property on which such entertainment or catered affairs will take place as well as the immediately surrounding neighborhood.
  - E. Such other information as to the operation and management of the applicable business, entity or property as the applicant feels is relevant to a determination as to whether such business, entity or property should be granted an entertainment permit.
3. A summary of the days and hours of event or operation of the applicable business, entity, or property.
4. The name or names of and contact information (address and phone number) of all responsible persons for such business, entity, or property (which information, for the avoidance of doubt, shall be available to residents of the Village upon request).

5. Confirmation as to whether or not any responsible person of the business or entity has been convicted of any criminal offenses, whether misdemeanor or felony within the past five (5) years, the nature of such offense(s) (if any) and the sentence(s) (if any) received.
6. A summary of any code violations for which any responsible person or any property owned by such responsible person, or any business operated by such responsible person in New York State or the applicable business, entity or property that is the subject of such application has received notice of in the immediately preceding five (5) years, together with information as to any resolution of such code violations.
7. Such other information as the Building Inspector may deem necessary for the purpose of review of such application and for the administering of the provisions of this Chapter.
8. Copies of noted Covenants and/or Restrictions, if applicable.
9. If this application is applied for by an LLC, a list of acting members of that LLC must be provided with this application.



**PLANNING BOARD**  
**ENTERTAINMENT PERMIT APPLICATION**

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**Date of Application** \_\_\_\_\_

All information below is to be completed by the applicant. This completed application is to be accompanied by a separate operating report, and a listing of information as noted in items 3 through 8 of the instructions page. Please refer to Village of Greenport Code Section 150-51 (available on the Village website) for additional details for Entertainment Permits.

**THE OWNER OF THE BUSINESS: (PLEASE PRINT CLEARLY)**

\_\_\_\_\_  
**Owner's Name or Legal Entity with DBA, if applicable**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City/ Town/ Village**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**E-Mail Address**

**CONTACT PERSON (if different from owner)**

*The person to receive all correspondence:*

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**Business Name, if applicable**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City/ Town/ Village**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**E-Mail Address**

**ADDITIONAL CONTACT PERSON (if different from owner)**

*The person to receive all correspondence:*

\_\_\_\_\_  
**First Name                      Last Name                      Business Name, if applicable**

\_\_\_\_\_  
**Mailing Address                      City/ Town/ Village                      State                      Zip**

\_\_\_\_\_  
**Phone #                      E-Mail Address**

**ADDITIONAL CONTACT PERSON (if different from owner)**

*The person to receive all correspondence:*

\_\_\_\_\_  
**First Name                      Last Name                      Business Name, if applicable**

\_\_\_\_\_  
**Mailing Address                      City/ Town/ Village                      State                      Zip**

\_\_\_\_\_  
**Phone #                      E-Mail Address**

**LOCATION OF BUSINESS:**

**Suffolk County Tax Map Number: 1001 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_**

**Street Address: \_\_\_\_\_ Greenport, New York, 11944**

**Zoning District: ☐ WC ☐ R1 ☐ R2 ☐ PD ☐ CR ☐ CG**

**List of LLC members (if applicable)**

**A brief description of the nature of the activity, use or business of the business, entity and/or property for which the permit is being requested (including whether such business or entity operates all or a portion of its business outdoors).**

## AFFIDAVIT

Village of Greenport     )  
Town of Southold         )  
County of Suffolk        ) ss  
of New York             )

State

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location" for the purposes of inspecting my property for a site visit. I understand that if approved, Site Plan approval will be granted and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of the Site Plan are complied with. I understand that any approval granted will be deemed null and void if any information pertaining to restrictions and/or covenants prior to the date of this application are discovered after Site Plan approval is granted. Any violation of all applicable codes, or deviations from the approved Site Plan will result in the immediate revocation of this Site plan approval & legal action will be taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement Official or the Fire Department by reason of this application and permit.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Notary Public, Suffolk County, New York