



## New York State Office of Parks, Recreation and Historic Preservation

The Governor Nelson A. Rockefeller Empire State Plaza  
Agency Building 1, Albany, NY 12238

### Snowmobile Unit (518) 474-0446

Dear Snowmobile Special Event Organizer,

Attached you will find the current Application for a Snowmobile Special Event Permit. Please note that this revised application includes a section certifying that insurance coverage will be in place during all snowmobile special events. We respectfully request that any applications be submitted using this new form and that all information is complete, including entire addresses and phone numbers. Incomplete applications may be returned to the organizer.

We would also like to remind organizers of the following:

Insurance coverage must be in place throughout the event. If possible and available, please provide a copy of the current Certificate of Insurance with your application.

The permit exempts participants from registration, but it does **NOT** exempt the operator from insuring the snowmobile. All participants must have valid liability insurance for his or her snowmobile.

You should also note that the permit does **NOT** exempt an operator from §25.19 in Parks, Recreation and Historic Preservation law regarding the age of operation. No individuals under the age of 10 should participate in the event. Those 10 to 17 must have a valid Snowmobile Safety Certificate and/or be within 500 feet of an adult 18 years or older, if applicable.

If an accident occurs during a snowmobile special event that results in property damage of one thousand dollars (\$1,000.00) or more and/or personal injury, local law enforcement must be notified. The Snowmobile Accident Report form (OPS-209) shall be completed by the operator of the snowmobile within seven (7) days, per New York State Parks and Recreation Law §25.25. You may view and download this form from our website.

A **complete** Joint Report of Special Assistants to Person in Charge of Snowmobile Special Event must be returned following each permitted event within 48 hours after its completion. This report is printed on the back of each Special Event Permit issued and failure to return it will result in the denial of future Snowmobile Special Event Applications.

Should you have any questions, please contact the Snowmobile Unit at (518) 474-0446.

Thank you,

Stephen C. Lewis  
Director of Snowmobiling

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**NEW YORK STATE OFFICE OF PARKS,  
RECREATION & HISTORIC PRESERVATION  
SNOWMOBILE UNIT  
AGENCY BUILDING #1, EMPIRE STATE PLAZA  
ALBANY, NY 12238-0001  
Phone (518) 474-0446 Fax (518) 486-7378**



## APPLICATION FOR SNOWMOBILE SPECIAL EVENT PERMIT

**NOTE:** BEFORE COMPLETING THIS APPLICATION, THE PERSON IN CHARGE OF THIS PROPOSED SPECIAL EVENT **MUST READ AND ACKNOWLEDGE** THE INSTRUCTIONS ATTACHED WITH THIS APPLICATION. FAILURE TO COMPLY WITH INSTRUCTIONS SHALL BE CAUSE FOR DENIAL OF THIS EVENT PERMIT.

1. NAME AND ADDRESS OF SPONSORING ORGANIZATION:		2. NAME AND ADDRESS OF PERSON-IN-CHARGE OF THIS EVENT:		
		PHONE #:	FAX #:	
3. SPECIFIC LOCATION WHERE EVENT IS TO BE HELD (NAME & ADDRESS):		4. TYPE OF EVENT: (OVAL, SNOWCROSS, DRAGS, ETC...)	5. WILL EVENT BE HELD ANNUALLY? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. ARE YOU AWARE OF ANY OBJECTIONS FROM OTHER INTERESTED PARTIES?  <input type="checkbox"/> Yes <input type="checkbox"/> No  **IF YES EXPLAIN ON SEPARATE SHEET	7. DURATION OF SPECIAL EVENT:			
		DAY	DATE	TIME
	<b>BEGINS:</b>			<input type="checkbox"/> AM <input type="checkbox"/> PM
	<b>ENDS:</b>			<input type="checkbox"/> AM <input type="checkbox"/> PM
8. NAMES, ADDRESSES, & PHONE #S OF THREE (3) PERSONS TO BE APPOINTED "SPECIAL ASSISTANT TO THE PERSON-IN-CHARGE" OF THIS EVENT.  1. _____  2. _____  3. _____				
9. APPROXIMATELY HOW MANY AND WHAT TYPE OF SNOWMOBILES WILL COMPETE OR PARTICIPATE IN THIS EVENT?		10. ATTACH A DETAILED DRAWING OF THE ENTIRE EVENT VENUE INCLUDING SPECTATOR, PIT & RACING AREAS, PROPER FENCING, AND PARKING, ETC.		
11. EXPLAIN THE USUAL TYPE AND APPROXIMATE NUMBER OF COMMERCIAL AND PLEASURE TRAVELERS THAT WILL BE ENCOUNTERED IN THE AREA THAT THIS EVENT IS TO BE HELD.				
12. ARE TRIAL RUNS NECESSARY IN THE AREA PRIOR TO THE START OF THIS EVENT INDICATED ABOVE? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. IF TRIAL RUNS ARE NECESSARY, WHEN WILL THEY BEGIN AND END?		
14. BY SIGNING AND SUBMITTING THIS APPLICATION, THE PERSON-IN-CHARGE CERTIFIES THAT INSURANCE COVERAGE WILL BE IN PLACE THROUGHOUT THE EVENT.				
DATE:		SIGNATURE OF PERSON-IN-CHARGE OF SPECIAL EVENT:		

## IMPORTANT INSTRUCTIONS

### DOCUMENTATION REQUIRED TO BE SUBMITTED WITH EVENT APPLICATION:

1. CHECK OR MONEY ORDER IN THE AMOUNT OF \$15.00 PAYABLE TO NYS PARKS.
2. LETTER OF NOTIFICATION FROM LOCAL LAW ENFORCEMENT AGENCY. (**MUST** BE ON ORIGINAL LAW ENFORCEMENT AGENCY LETTERHEAD)
3. DETAILED DRAWING OF THE ENTIRE EVENT VENUE TO INCLUDE SPECTATOR, PIT & RACING AREAS, PROPER FENCING, & PARKING.
4. APPLICATION **MUST** BE RECEIVED IN THIS OFFICE **AT LEAST 15 DAYS PRIOR TO THE EVENT.**

- **PART 458 – 9NYCRR, “THE CONDUCT OF SNOWMOBILE SPECIAL EVENTS” SHALL BE ATTACHED TO ANY PERMIT ISSUED BY THIS OFFICE AND SHALL BE CONSIDERED TO FORM AN INTEGRAL PART OF THAT PERMIT.**
- **PRIOR, DURING AND AFTER THE SPECIAL EVENT THE SPONSOR, PERSON-IN-CHARGE, AND THEIR ASSISTANTS SHALL PROVIDE FOR THE SAFETY OF THE PUBLIC BY THE USE OF PROTECTIVE SHIELDS, SUCH AS FENCES, HAYBALES, SNOWBANKS, ETC; SUCH TO INCLUDE DESIGNATED AND ENFORCED SPECTATOR, PARTICIPANT, ASSEMBLY, REPAIR AND MACHINE WARM-UP AREAS.**
- **NO SNOWMOBILES SHALL BE ALLOWED IN THE SPECTATOR AREAS AT ANY TIME.**
- **NYS OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION SHALL NOT BE RESPONSIBLE FOR THE SURFACE INTEGRITY OF ANY AND ALL EVENT FUNCTIONS WHICH MAY TAKE PLACE UPON FROZEN BODIES OF WATER. ASSURANCES FOR SAFE ICE CONDITIONS ARE THE RESPONSIBILITY OF THE SPONSORING ORGANIZATIONS, THE DESIGNATED PERSON-IN-CHARGE, AND HIS OR HER DESIGNATED ASSISTANTS DURING SAID EVENT.**
- **THE SNOWMOBILE UNIT RESERVES THE RIGHT TO TERMINATE ANY PERMIT ISSUED IN ACCORDANCE WITH THIS APPLICATION AT ANY TIME FOR FAILURE TO COMPLY WITH THE “CONDUCT OF SNOWMOBILE SPECIAL EVENTS” PROVISIONS OF PART 458-9NYCRR, OR DUE TO CONDITIONS WHICH MAY BE CONSIDERED UNSAFE.**

**PART 458**

**Conduct of Snowmobile Special Events**

(Statutory authority: PRHPL, s 25.11)

**Sec.**

**458.1. Preliminary preparations**

**458.2. During special event**

**458.3. After special event**

**458.1. Preliminary preparations**

(a) At least 15 days prior to the date of the proposed special event, to be held at a specific location within the boundaries of New York State, the sponsor of such special event shall file an application with the commissioner and obtain a permit from him. **Insurance coverage shall be provided by the sponsor in accordance with current requirements of the commissioner.**

(b) When special events are proposed to be conducted on privately owned lands, a written statement of no objections to the holding of the special event, from the owner or owners of such private lands, shall be submitted along with the application to conduct a snowmobile special event. When the proposed special event is desired to be conducted on State-owned lands or State or locally owned park lands, a copy of the permit required by the supervisor of State-owned land or State or locally owned park shall be forwarded with application in lieu of the statement of no objections as required in the case of private landowners.

(c) When the application is approved, a special event permit will be issued. The permit will specify the date or dates and exact location at which the special event is to be held and, unless alternate dates are specified, the special event must commence and terminate within the time set forth in the permit. The permit may contain special rules and regulations applicable to a particular locality, and permission to place certain equipment necessary for the conduct of the special event.

(d) Upon recommendation of the person in charge, at least three persons will be appointed as special assistants to the person in charge, and their names will be listed on the special event permit. It shall be the duty of special assistants to the person in charge to enforce the provisions of article 25 of the Parks, Recreation and Historic Preservation Law and the rules and regulations for the conduct of snowmobile special events and any special rules and regulations which may be included on the special event permit during the period in which the special event is authorized. Such person in charge, or special assistants to the person in charge, shall receive no compensation from the State. Any expense in connection with their duties shall be borne by the sponsor of the snowmobile special event.

(e) The special assistants to the person in charge shall be provided with fully equipped snowmobiles or other appropriate snow-traveling vehicles of a size and speed suitable for patrolling the type of special event in progress. The minimum equipment to be carried shall be in accordance with the provisions of section 25.17 of the Parks, Recreation and Historic Preservation Law, plus efficient means of communication such as radios or walkie-talkies, and extra equipment shall be left to the discretion of the person in charge of the snowmobile special event, but shall include equipment suitable for fire control, first aid and emergency transportation.

(f) It shall be the duty of the person in charge to notify local police and property owners in the vicinity of the special event area, and any other person who may be affected by the special event, of the proposed date, time and place the special event will be held.

(g) Permission may be granted in the snowmobile special event permit authorizing the person in charge to place equipment within the special event area, such as pylons, poles and markers. However, such permission, when granted, is subject to the following provisions:

- (1) Equipment may be placed up to 24 hours prior to the time of the special event for use in trial runs.
- (2) All equipment must be removed before sunset on the last day of the special event.
- (3) Whenever practical, equipment shall be colored reflective orange.

(h) Prior to commencement of the special event, the special assistants to the person in charge shall inspect all snowmobiles, emergency vehicles and any other special equipment expected to be used. The special assistants to the person in charge shall also travel the entire course of the special event and adjacent area in order to ascertain that there are no conditions which may be considered unsafe. The special assistants to the person in charge shall become familiar with the contents of the snowmobile special event permit and pay particular attention to special rules and regulations, if any, which the permit may contain.

**458.2. During special event**

(a) The special assistants to the person in charge shall be expected to take whatever measures are deemed necessary, in addition to those listed in this section, to insure the safety of participants, spectators or any other persons during the authorized snowmobile special event.

(b) Immediately prior to the start of the special event, at least two special assistants to the person in charge shall take stations whereby they are in the most suitable position to accomplish the following:

- (1) warn traffic approaching special event;
- (2) prevent spectators on other snow-traveling machines from getting too close to special event;
- (3) give assistance in case of participant accident (unless an emergency vehicle is specifically assigned to this task) or other type of mishap;
- (4) stay close to the majority of participants (during races); and
- (5) summon medical aid or other type of assistance.

**458.3. After special event**

(a) When the special event is over, the special assistants to the person in charge shall supervise the dispersion of spectators in an orderly manner.

(b) It shall be the duty of the special assistants to the person in charge to cause the removal of all equipment temporarily authorized for use during the special event, prior to sunset on the last day of the special event.

(c) Within 48 hours after a snowmobile special event, the special assistants to the person in charge shall compile a joint report and submit it to the bureau. The report shall contain:

- (1) general observations concerning the event;
- (2) report of violations of article 25 of the Parks, Recreation and Historic Preservation Law, this Part, or any special rules and regulations which may be included on the special event permit; and
- (3) complete data on accidents involving participants, spectators or any person in the special event.

**New York State Parks, Recreation and Historic Preservation Law (NYPRL)**  
**TITLE D – Snowmobiles**

**21.05. Definitions** As used in this article, unless the context requires otherwise:

16. "Special event" shall mean an organized rally, race, exhibition or demonstration of limited duration which is conducted according to a prearranged schedule and in which general public interest is manifested.

**25.11. Special events**

1. The commissioner may authorize the holding of special events as defined in section 21.05. He shall adopt and may, from time to time, amend rules and regulations determining the special events which shall be subject to permit and designating the equipment and facilities necessary for safe operation of snowmobiles and for the safety of operations, participants and observers in such special events. Whenever a special event is proposed to be held, the person in charge thereof shall, at least fifteen days prior thereto, file an application with the commissioner to hold such special event. The application shall set forth the date and location of the proposed special event and such other information as the commissioner may require, and such event shall not be conducted without written authorization from the commissioner. Copies of such regulations shall be furnished by the commissioner to any person making an application therefore.

2. Snowmobiles operated at special events approved by the commissioner pursuant to subdivision one shall be exempt from the provisions of this article concerning mufflers and lights during the time of such operation, including all pre-race practice at the location of said meet and the provisions of article forty-seven of the vehicle and traffic law concerning registration.