



Mayor's Office of
Citywide Event Coordination
and Management

Introducing SAPO EAPPLY Correspondence

Once your application is under review, use EAPPLY to contact SAPO on **questions** and/or **updates** you may have on that event. Below is a list you may choose from.

#	Correspondence Type
1	Add another Event Point of Contact
2	Appeal My Event's Denial
3	Change in Date/Time
4	Change in Event Type
5	Change in Questionnaire Response
6	Event Status Update Request
7	Invoice or Insurance Inquiry
8	Location Change Request
9	Withdraw My Event
10	Other



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EAPPLY Event Summary Applicant Correspondence link

Step 1: Click on the [Applicant Correspondence](#) Link

This link will bring you down to the bottom of your Event Summary to the "Correspondence" section.

E-Apply Log out

My Events My Events

Event Summary

[View Submitted Application](#) | [Copy Event](#)

Currently your application is **Under Review**. A Street Activity Permit Office representative is reviewing your application and will contact you directly if further information or payment is required. [Click here to upload any supporting files if available.](#)

[Applicant Correspondence](#)

Event Details

Event ID	462141
Event Name	Correspondence Test Case
Event Type	Street Event
Sub Type	Street event, Small
Event Description	Correspondence Test Case

Once your application is under review, you will see an "Applicant Correspondence" link



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Submit your Event
Question or Update

- Step 2: Select a category
- Step 3: Provide further details
- Step 4: Submit

Contact Us

Applicant Correspondence

Change in Questionnaire Response



Provide information

Good Afternoon, I just wanted to update you on our permit. We will not be having the fire jugglers attend, so we will not need the Fire Department permit. It can be submitted.

SUBMIT

CANCEL

Add another Event Point of Contact
Appeal My Event's Denial
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Correspondence History & Email Notifications

What happens next?

- ✓ SAPO is notified of your event question/update
- ✓ Your question is saved onto your Event Summary
- ✓ You are notified when SAPO responds
- ✓ SAPO's response and your ongoing correspondence is saved too

Contact Us **EAPPLY**

Applicant Correspondence

Inquiries/Correspondence

Other

Paresh (1/29/2019 11:13 AM) In order to continue processing the application please provide the following for both days. Please provide and agenda of what is taking place. Site map depicting elements that will be placed on the streets.

[Add Message](#)

Change in Questionnaire Response

You (1/29/2019 10:48 AM) Good Afternoon. I just wanted to update you on our permit. We will not be having the fire jugglers attend, so we will not need the Fire Department permit. It can be submitted.

Paresh (1/29/2019 10:55 AM) Per your request, question #12 "Will there be open flames (i.e. candles, sterno, etc.) at the event?" has been changed from YES to NO.

From: sae@cityhall.nyc.gov [mailto:sae@cityhall.nyc.gov]
Sent: Tuesday, January 29, 2019 10:56 AM
To: Patel, Paresh
Subject: SAPO Correspondence Update for EventId (462141)

Paresh has an update on *Change in Questionnaire Response*

LOG ONTO YOUR EAPPLY ACCOUNT TO CORRESPOND. PLEASE DO NOT REPLY TO THIS EMAIL

EMAIL NOTIFICATION

One last thing....

- SAPO may reach out to you with a request first, so look out for our email alerting you to sign onto EAPPLY and check out the very same correspondence section!