

# Town of Simsbury

933 Hopmeadow St.

P.O. Box 495

Simsbury, CT. 06070

Office of Community Planning and Development - phone-860-658-3245 / fax-860-658-3205

## SIMSBURY ZONING – PUBLIC GATHERING PERMIT

Function: _____	
Location: _____	
Date(s): _____	Time(s): _____
Applicant's Name: (PRINT) _____	Property Owner's Name: (PRINT) _____
Address: _____	Address: _____
Phone Number(s): _____	Phone Number(s): _____
Phone Number: _____	Phone Number: _____
Cell Phone Number: _____	Cell Phone Number: _____
Email Address: _____	Email Address: _____
Has permission been obtained from the property owner to use the premises? ____ Yes ____ No	
Property Owner's Signature: _____	Date: _____
Is the event located on or does it utilize property owned by the Town of Simsbury? ____ Yes ____ No	
If Yes, attach <b>both</b> a <input type="checkbox"/> Letter of Permission from Board of Selectmen and a <input type="checkbox"/> Certificate of Insurance for \$1,000,000.00	
Please fully describe the type of event: _____	
_____	
_____	
_____ Anticipated Attendance: _____	

**PLEASE CONTACT THE FOLLOWING PEOPLE TO PROCESS AND EXECUTE THE PERMIT APPLICATION:**

**APPROVED BY (signature):**

**BUILDING OFFICIAL:** \_\_\_\_\_

**POLICE CHIEF:** \_\_\_\_\_

**DIRECTOR OF HEALTH:** \_\_\_\_\_

**FIRE MARSHAL:** \_\_\_\_\_

**ZONING COMPLIANCE OFFICER:** \_\_\_\_\_

(last person to sign)

**NOTE: SEE BACK OF FORM FOR ADDITIONAL INFORMATION**

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE ZONING OFFICE AT LEAST FOUR WEEKS PRIOR TO THE DATE OF THE SCHEDULED EVENT. SUBMIT ALL DOCUMENTS AT THE SAME TIME.**

The following are concerns and considerations that the applicant should be prepared to answer regarding the planned event.

A Preliminary Public Gathering Permit meeting is generally required prior to the event. This can be scheduled through Howard Beach, Zoning Compliance Officer (658-3240), 8:30 – 4:30, Monday through Friday. All interested and concerned parties are invited to attend the meeting.

In addition to a Site Plan showing the layout of the event and parking, details of the following information may be required:

- A Site Plan should be to scale, and show the layout of the event, including tents, aisles, booths, rides, parking, etc.
- What are the exact dates and times of the event?
- If the event is to take place on Town of Simsbury property, permission must be granted from the Board of Selectmen for each event (i.e. yearly for annual events). The BOS meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month. Requests should be submitted in writing a minimum of one week prior to the meeting to get onto the agenda.
- If the event is on Town of Simsbury property, a Certificate of Insurance for \$1,000,000.00 is required. Such certificate must be made out to the applicant and the Town of Simsbury, and must have a hold harmless agreement for the Town.
- Will there be road closings? Barriers? What signage will be utilized or required?
- Will Police Officers need to be employed? (Police Department must be notified minimum 4 weeks prior to event)
- What sort of temporary signage will be requested? A permit is required for Temporary Signs and Banners.
- Will liquor be served? A liquor permit from the Zoning Commission will be required (min. 4 weeks time is required prior to the event).
- Will tents be utilized? What size? Where will they be placed? Will they be lit? Heated? How? A Certificate of Fire Retardance and Building Permit may be required.
- Will electricity or generators be used? How? Where are the hookups? Where will generators be used?
- Will cooking or other appliances be utilized? What kind? How will they be powered? Where will they be located? Cut sheets on the exact appliance may be required.
- Will food or beverages be served? Will food be prepared on site? What kinds? How? The Farmington Valley Health District may require details.
- Will there be rides? What kind? Where? A building permit will be required for each ride.

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**Comments from Town Officials:**

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