



Revised and adopted 2/1/10

## **Town of Simsbury**

### **PUBLIC GATHERING PERMIT (PGP)**

A Public Gathering Permit is required when a proposal is made where a number of people will gather which may cause questions or raise concerns regarding traffic circulation and access issues involving local or state roadways, public safety or issues regarding a required Special Exception permit from the Zoning Commission.

#### Instructions for Completing a Public Gathering Permit Application

- 1. REQUIRED MEETING WITH TOWN STAFF:** The applicant or the applicant's duly authorized agent **MUST** meet with Town Staff prior to the submission of this application. This meeting is to be coordinated with the Zoning Enforcement Officer in the Land Use Department. This meeting may involve other staff members depending on the specifics of the application. Contact the Zoning Enforcement Officer at (860) 658-3240 to set up an appointment for meeting with staff.
- 2. COMPLETE APPLICATION:** No PGP application is considered complete without the FEE, if one is required. This application must be fully completed as specified by Town Staff at the time of the initial meeting and returned fully completed at **LEAST 6 WEEKS** prior to the date of the proposed public gathering. The Town reserves the right to cancel an event that does not obtain **COMPLETE APPROVAL** as specified herein.
- 3. APPLICATION DETAILS:** The details of exactly what constitutes a completed PGP application for a particular public gathering are as stated on the attached pages. Failure to provide any requested information by the specified date will result in the non-issuance of the PGP. Holding of a Public Gathering without obtaining a properly issued PGP will be considered a zoning violation and will be subject to all available fines and other legal remedies available to the Town of Simsbury.
- 4. DECLARATION:** The attached **REQUIRED DECLARATION** must also be read and signed by the applicant or the designated agent of the applicant.
- 5. MAP:** The attached **MAP** must also be completed so as to clearly indicate any and all areas to be used by the applicant in any way connected to the

**proposed Public Gathering. The site plan/map of the proposed Public Gathering should be to scale and show the exact layout of the event, including any tents, aisles, booths, rides, parking, etc. (See Zoning Enforcement Officer for questions or instructions.)**

- 6. INCOMPLETE APPLICATION: Any PGP application received which is incomplete will delay processing. Any PGP application which is incomplete cannot be processed until it is complete.**
- 7. ALCOHOL: If the proposed Public Gathering will involve the selling, serving, use, consumption or distribution of any alcohol a Special Exception from the Zoning Commission may be required. See number 2 above for the lead time required to process said application. (Applicable Board: Zoning Commission). If alcohol is involved, the Police Chief may also require a permit from the Connecticut Liquor Control Commission. (Applicable staff contact: Simsbury Chief of Police and Zoning Enforcement Officer).**
- 8. INSURANCE: The required Certificate of Insurance for \$1,000,000 shall be made out to the applicant AND the Town of Simsbury and must contain a hold harmless agreement for the Town. (Town Attorney to approve said form).**
- 9. APPROVED CHANGES: Changes to an approved Public Gathering Permit either in process or as approved MUST be approved by all applicable department staff PRIOR to the occurrence of the Public Gathering event. If this is not done, it shall be deemed a zoning violation in accordance with number 3 above.**

The applicant must also note the following:

1. If the Public Gathering is proposed to take place on Town of Simsbury property, permission must be granted by the Board of Selectmen (BOS) for each event (i.e. yearly or for annual events). The BOS meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. Requests should be submitted in writing, including all pages of this form including all attachments to the BOS at least 2 weeks prior to their meeting in order to be properly reviewed and be placed on the BOS agenda. (Contact BOS at (860) 658-3230). Note this is the LAST approval to be obtained after all other approvals have been issued.
2. If road closings are proposed or requested these must be approved in advance by the Chief of Police and coordinated with DPW. Details of proposed traffic circulation and these proposed closings must be presented to the Chief of Police prior to his signing of the PGP application. If State roads are proposed for closing, a permit from the CT DOT may be required. (Staff contact: Simsbury Chief of Police at (860) 658-3105; Public Works at (860) 658-3222).

3. If Police Officers will need to be employed for public safety aspects of the public gathering, the Police Department MUST be notified a minimum of 4 weeks prior to the date of the proposed event. Will on-site emergency medical services be provided? Where will they be located? (Staff contact: Chief of Police at (860) 658-3105).
4. Applicant or authorized agent must secure proper permits for any signage or proposed banners, especially the banner over Hopmeadow Street. These permits must be secured from the Zoning Enforcement Officer prior to the event. (ZEO at (860) 658-3240).
5. If any tents are proposed to be used, complete details must be made part of this application. A Certificate of Fire Retardance and Building Permit may be required. (Building Official and Fire Marshal) Fire Marshal's requirements are attached and must be addressed prior to processing of PGP application. (Fire Marshal at (860) 658-1973).
6. Will electricity be required? Will generators be used? Will there be rides? If so, all details must be provided. A building permit for each ride will be required. (Building Official at (860) 658-3223).
7. Will food be prepared on site, sold or given away? Farmington Valley Health District Application form is attached. (Staff contact: Farmington Valley Health District at (860) 676-1953).



## SIMSBURY ZONING COMMISSION PUBLIC GATHERING PERMIT APPLICATION

Applicant's Name (PRINT): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone including office, home and cell phone: \_\_\_\_\_

Applicant's emergency Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Property Owner's Name (PRINT): \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Telephone: \_\_\_\_\_

Property Owner's (Original) Signature giving permission to make this application:  
(Use Blue Ink) \_\_\_\_\_

Exact Date(s) of proposed Public Gathering: (These dates MUST include all required "set up" and "tear down" time as well as the actual dates of the Public Gathering.)

Exact Time(s)/Date: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Location of proposed Public Gathering: (Complete Description and marked as shown on attached map): \_\_\_\_\_

Is the event located on or does it utilize property owned by the Town of Simsbury?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes applicant MUST attach a Certificate of Insurance for \$1,000,000 in a form acceptable to the Town Attorney. (See Instruction sheet for directions).

Applicant must attach a complete narrative description of the event. This description MUST include ALL aspects and features of the event.

Anticipated Attendance at Public Gathering: \_\_\_\_\_

Fill out this application completely with all requested attachments and the SIGN the attached DECLARATION regarding False Statements. This application will not be deemed complete without all information, attachments and required signatures and proper fee.

The Following Individuals MUST **all** sign off/approve this PGP application in order to allow the processing of this application to continue. This application is only complete when signed IN ORDER by all of the following individuals. All signatures on this form are to be original signatures and are to be on the original copy of the PGP application form in order to be valid..

**REQUIRED SIGN OFFS**  
**(In required order of sign offs)**

	<u>Received Date:</u>	<u>Received by:</u>	<u>Approved By:</u>	<u>Action Date:</u>
Performing Arts Center Board.				
Culture Parks And Rec. Director				
Zoning Commission (As may be required by ZEO)				
Building Official				
Police Chief				
Dir of Public Works				
Dir. Of Health FVHD				
Fire Marshal				
Zoning Enforcement Officer				
Board of Selectmen				

## APPLICATION CHECKLIST

After the initial meeting with the ZEO and applicable Staff the items indicated on this checklist, at a minimum, must be submitted in order for the application to be considered complete.

**ZEO/Staff to check appropriate boxes. Information is required if box is checked:**

Required:    Provided:

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Public Gathering Permit application form with all required information supplied. |
| <input type="checkbox"/> | <input type="checkbox"/> | All applicable signatures as required on Sign Off Chart.<br>(Exceptions:)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | All maps/sketches and plans deemed required by the ZEO for the subject PGP application.    |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative describing all aspects of the proposed public gathering.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Exception as approved by the Simsbury Zoning Commission.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance as approved by Town Attorney.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Any Special Requirements, based on the subject PGP particulars.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Submission of Signed Required Declaration.   |

## PROCESS FLOW CHART for PUBLIC GATHERING PERMIT

### **REQUIRED PROCESS**

Applicant meets with Staff/ZEO  
REQUIRED

Applicant submits complete PGP application  
in accordance with ZEO directions.

Applicant submits Special Exception  
Application to Zoning Commission  
(If required by ZEO)

Applicant secures all required signoffs.  
Original signatures on PGP application.  
(Up to nine signatures may be required).

Applicant secures final approval from Board of Selectmen.  
(First Selectman to sign after BOS approval)

Zoning Enforcement Officer signs off and issues PGP permit.

## **Public Gathering Permit Required Declaration**

**I declare, under the penalties of revocation of permit and forfeiture of the required Bond, that the information provided on this application is true and correct to the best of my knowledge and belief.**

**Applicant Name(s) (Printed):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant(s) Signature:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Signed:** \_\_\_\_\_



**FOR OFFICE USE ONLY**

This PGP Application is COMPLETE and is hereby APPROVED:

Signed by: \_\_\_\_\_

Position: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved changes: Item: \_\_\_\_\_ Item: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

Approved by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Note ANY proposed change to the original permit MUST be initialed and dated in the above SIGN OFF Chart in order to be deemed approved.