



Town of Plaistow

Office of the Planning Board & Planning Department

Town Hall • 145 Main Street, 2nd Floor • Plaistow, New Hampshire 03865 • Tel. 603-382-5200 X202 • Fax 603-382-7831

APPLICATION FOR A SPECIAL EVENT APPROVAL

A COMPLETE Application for a Special Event shall include the following:

1. Completed Application Form

2. Abutters List and Labels

Note: Labels must be printed on either Avery 5160/8160 or compatible labels. The applicant, property owner(s) and each abutter's name shall be printed three (3) times on the sheet of labels

3. Five (5) Copies of Plan: Detailed Sketch/Plan showing all information related to the Special Event including, but not limited to: Parking, Additional Temporary Structures, Tents, Vendor Locations and any other pertinent information related to the Special Event

Note: Additional copies of Plans may be requested if it is deemed necessary to route them to other Departments for comment.

4. Application Fees:

- a. Special Event Permit Application Fee (incl. Legal Notice) \$175.00**
- b. Abutter Notification Fees (\$7.00/Per Certified Notice – applicant, property owner(s), each abutter)**

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Contact Phone: _____

Contact Email: _____

Signature: _____

PROPERTY INFORMATION

Event Address: _____

Tax Map: _____ **Lot:** _____ **Zoning District:** _____

PROPERTY OWNER INFORMATION

Owner's Name: _____

Mailing Address: _____

Contact Phone: _____

Contact Email: _____

Signature: _____

Note: If application is not signed by property owner then an original signature letter of authorization must accompany this application. No copies will be accepted.

EVENT INFORMATION

One Time: _____ Annual: _____ Other: _____

Detailed Description of Proposed Event: _____

Use additional sheets of paper as necessary

Event Date(s): _____

Start Time (including set-up): _____ End Time (including clean-up): _____

Will food be available/served? _____

Note: if food will be available/served you MUST contact the Plaistow Health Inspector to see if any additional permitting may be required.

Will there be signage related to the Special Event? _____

Note: temporary signage is limited by ordinance and permits are required.

Will there be any tents larger than 400 sq ft? _____

Note: Separate permit and inspection by the Fire Department are required.

ADDITIONAL REVIEW/REQUIREMENTS

The Planning Board will review the proposed plan to ensure that at a minimum there is adequate parking; safe traffic circulation; pedestrian/spectator safety; adequate lighting; and anything else deemed to have an impact on the public health, safety and welfare. Additional information may be requested.

The Planning Board reserves the right to require that there is a Police and/or Fire Detail Officer(s) for any Special Event approval if it is deemed necessary for the protection of the public health, safety and welfare.

All additionally required permitting (i.e. Food Service Licensing; Police and/or Fire Department Detail Officers; Sign Permitting, etc.) and associated fees are the responsibility of the applicant. Proof of additional permitting may be required by the Planning Board.

SPECIAL EVENT WAIVER REQUEST:

Because this is a Special Event Request and is not part of the day-to-day operations of the business on this property, the included Plan does not meet all requirements of the Plaistow Site Plan Regulations the for technical aspects (i.e. perimeter survey, elevations, contours, landscaping/lighting plan, engineered and recordable plan, etc). Therefore, a WAIVER is requested that this application not be required to submit an engineered and recordable plan or comply with the technical requirements for a Site Plan.

Applicant Signature: _____

Date: _____

ACKNOWLEDGMENT

The Planning Board may approve your application as a ONE-TIME event with the requirement that if this is to become annual in nature that the Site Plan be amended to include provisions for the annual event.

I, _____ acknowledge that this application for a Special Event approval is limited to the event as has been described and presented to the Planning Board. Any changes to the Plan may require additional Planning Board review and/or approval prior to the event. Additional changes to the Special Event may require that the Site Plan be amended. If a formal Site Plan amended is required by the Planning Board all Site Plan Regulations may become applicable and the Plan may be recorded at the Rockingham County Registry of Deeds.

Applicant Signature: _____

Date: _____