



Town of North East, Maryland Event or Festival Application

1. The following must be completed. After completion by application, application shall be submitted to the Office of Planning and Zoning, P.O. Box 528, North East, Maryland 21901-0528 OR dropped off at the Town Hall, 106 South Main Street.
2. After Planning Office verifies for completeness, applicant shall be informed of the date of the Mayor and Commissioner's meeting.
3. Applicant shall be required to attend the meeting to present their event to the Mayor and Commissioners for approval.

* Acceptance of Application by staff DOES NOT indicate application approval.
Incomplete applications will cause delays in processing. *

EVENT AND FESTIVAL APPLICATION - TOWN OF NORTH EAST
P.O. BOX 528 / 106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901-0528
PHONE 410-287-5801 / FAX 410-287-8267

THIS APPLICATION IS TO APPLY FOR AN EVENT OR FESTIVAL:

PART 1. APPLICANT INFORMATION

APPLICANT NAME – (PLEASE PRINT CLEARLY): _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

WILL ANOTHER PERSON BE WORKING WITH YOU ON THIS EVENT? IF SO, OUTLINE THEIR NAME AND TELEPHONE NUMBER AND EMAIL ADDRESS: _____

PART 2. PROPERTY INFORMATION

PROPERTY ADDRESS OF EVENT: _____

TAX MAP # _____ PARCEL # _____ LOT # _____

PROPERTY OWNER NAME WHERE EVENT SHALL BE CONDUCTED: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

SIGNATURE OF PROPERTY OWNER AUTHORIZATION: _____

PART 3. EVENT INFORMATION

- () ONE TIME EVENT
- () ANNUAL EVENT
- () FESTIVAL

EVENT DATE(S) _____

EVENT SPONSOR _____

RAIN DATE(S), IF APPLICABLE _____

HOURS OF EVENT: _____

DATES FOR SET UP OF EVENT: _____

PART 4. SPECIFICS OF THE EVENT/FESTIVAL

DESCRIPTION OF EVENT/FESTIVAL *(Please be specific- you may attach a narrative, if desired)*

ANTICIPATED ATTENDANCE: _____

WILL PARTICIPATION INVOLVE VEHICLES? _____

WILL PARTICIPATION BE ON FOOT? _____

WILL ANIMALS BE PRESENT? IF SO, DESCRIBE _____

WILL POLICE OR MAINTENANCE DEPARTMENT SERVICES BE NEEDED FOR THIS EVENT? IF SO, PLEASE OUTLINE SPECIFICS _____

WILL ROAD CLOSURE BE REQUIRED FOR THIS EVENT? IF SO, PLEASE OUTLINE SPECIFIC ROAD CLOSURE REQUESTED _____

LOCATION OF SIDEWALKS AFFECTED BY THE EVENT: _____

PUBLIC PLACES PROPOSED TO BE UTILIZED AT THIS EVENT: _____

OUTLINE THE PROVISION FOR PARKING AT THIS SITE: _____

EXISTING ZONING AND USE OF PROPERTY: _____

WILL MUSIC OR ENTERTAINMENT (LIVE OR OTHERWISE) BE PROVIDED FOR THIS EVENT? IF YES, OUTLINE DETAILS: _____

HAVE PROVISIONS FOR EMERGENCY COMMUNICATIONS AND SERVICES: _____

DESCRIBE ELECTRICAL NEEDS: _____

DESCRIBE LIGHTING PLAN: _____

INSURANCE COMPANY AND AGENT INFORMATION: _____

WILL AN ENTRANCE FEE BE COLLECTED? IF YES, WHAT WILL THE FEE BE: _____

PLEASE OUTLINE THE FOLLOWING ADDITIONAL INFORMATION WITH YOUR APPLICATION:

- 1) A DRAWING (TO SCALE) THAT DETAILS:
 - A. TOTAL SQUARE FOOTAGE OF THE EVENT _____
 - B. LOCATION OF ALL TRASH RECEPTACLES:
 - C. LOCATION OF ALL PORT-O-POTS OR OTHER BATROOM FACILITIES
 - D. LOCATION OF ALL FESTIVAL TENTS (IF APPLICABLE)
 - E. ENTRY/ EXIT GATEWAY AREAS
 - F. LOCATION OF SECURITY STATIONS
 - G. LOCATION OF ALL FOOD VENDORS/ FOOD VENDOR AREAS
 - H. LOCATION OF ALL EATING AREAS (IF PICNIC TABLES ARE TO BE UTILIZED, INDICATE THEIR LOCATION)
 - I. LOCATION OF ALL VENDORS SELLING ANY GOODS/ PRODUCTS
 - J. LOCATION OF ANY PROPOSED STRUCTURES TO BE CONSTRUCTED OR PLACED IN CONJUNCTION WITH THE EVENT
 - K. LOCATIN OF ANY EXISTING STRUCTURES WHICH WILL BE UTILIZED IN CONJUNCTION WITH THE EVENT
 - L. LOCATION OF ANY PROPOSED ROAD CLOSURES
 - M. LOCATION, SIZE, TYPE, AND DEPICTION OF ALL SIGNS AND/OR BANNERS WHICH WILL BE UTILIZED IN CONJUNCTION WITH THE EVENT (INCLUDING ALL SPONSOR SIGNS, EVENT SIGNS, AND DIRECTIONAL SIGNS – BOTH ON OR OFF THE PREMISES)
- 2) A SECURITY PLAN THAT OUTLINES THE APPLICANT'S PROPOSED METHOD FOR SECURITY, BOTH DURING THE EVENT AND DURING THE HOURS THE EVENT IS NOT OPEN.
- 3) A TRAFFIC PLAN THAT DETAILS THE PROPOSED INGRESS AND EGRESS AT THE SITE, AS WELL AS WHETHER ANY STAFF WILL BE PRESENT TO CONTROL TRAFFIC IN THE VICINITY.
- 4) WILL ALCOHOL BE SOLD OR SERVED IN CONJUNCTION WITH THIS EVENT? _____
- 5) WILL FOOD BE SOLD TO THE PUBLIC? YES / NO
- 6) WILL FOOD VENDORS BE UTILIZED DURING THE EVENT? YES / NO
(If YES, provide a separate sheet which lists the names and contact information of all food vendors)
- 7) IF YES, PLEASE OUTLINE ON THE ATTACHED DRAWING, THE AREA WHICH WILL BE SET ASIDE AT THIS EVENT FOR THE PUBLIC TO CONSUME THE FOOD?
- 8) WILL GOODS BE SOLD TO THE PUBLIC? YES / NO. IF SO, WHAT GOOD WILL BE SOLD?

- 9) WILL SIGNS BE USED IN CONJUNCTION WITH THE EVENT/FESTIVAL?: YES / NO
IF YES, PLEASE PROVIDE A RENDERING OF THE PROPOSED SIGNS AND SIZE(S) OF SIGNS, AND INCLUDE A NARRATIVE WHICH OUTLINESTHE LOCATION OF THE PROPOSED SIGN INSTALLATIONS.

10) WILL THERE BE ANY OUTDOOR STORAGE OR OUTDOOR ACTIVITY ASSOCIATED WITH THE EVENT OR FESTIVAL?: YES / NO IF YES, PLEASE OUTLINE ON YOUR LAYOUT DRAWING, THE LOCATION OF THE PROPOSED OUTDOOR STORAGE AREA, AND SPECIFY WHAT WILL BE STORATED AT THIS LOCATION, AND THE DURATION OF THE STORAGE AT THIS SITE:

11) WILL THE PROPOSED USE REQUIRE COUNTY, STATE, OR FEDERAL PERMITS? YES / NO
(If YES, please explain and give the status of each permit.)

SIGNATURE OF APPLICANT(S): _____ DATE: _____

NORTH EAST ZONING ORDINANCE. ARTICLE 6. SUPPLEMENTARY REGULATIONS

Section 6-30. Outdoor Festivals or Special Events

Occasional outdoor festivals or special events, including, but not limited to horse shows, carnivals, dog shows, arts and crafts shows, music festivals, etc., and seasonal business use may be permitted in any district by the Mayor and Commissioners provided that fees are paid and licenses obtained as required by the Town of North East and further provided:

1. The proposed site shall be of sufficient size to accommodate the use without adversely affecting adjacent land uses.
2. Temporary sanitary facility, trash receptacle, toilets or tents should be located as far as possible from an existing dwelling as possible.
3. A drawing to scale shall accompany the application and shall accurately depict the standards of this section.
4. The Mayor and Commissioners may limit the number of days in any calendar year non-recurring festivals or events may be permitted in any twelve (12) consecutive month period.
5. Seasonal business uses shall not exceed a total of 90 days in any twelve (12) consecutive month period.
6. A maximum continuous sound level of 60 db and a maximum peak sound level of 75 db shall not be exceeded adjacent to land used for residential purposes, and operations shall cease not later than 11:30 p.m.
7. Activity areas shall be at least twenty-five (25) feet from any adjoining principal residential structure and shall be located at a minimum of three (3) feet from inside the property line of the location the event is taking place.
8. Vehicular access shall be derived only from an arterial or major collector highway or street.
9. A minimum of one (1) parking space shall be provided for every five-hundred (500) square feet of ground area.
10. Where it is deemed necessary, the Mayor and Commissioners may require the applicant to post a letter of credit to ensure compliance with the conditions of the conditional-use permit.
11. If the permit applicant requests the Town to provide extraordinary services or equipment or it is otherwise determined that extraordinary services or equipment should be provided to protect the public health or safety, the applicant shall be required to pay to the Town a fee sufficient to reimburse the Town for the costs of these services. These requirements shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the

costs incurred. In addition, the applicant shall be required to maintain adequate liability insurance coverage as may be deemed appropriate.