



BELMONT LAND USE OFFICE
APPLICATION FOR OUTDOOR FESTIVALS & SPECIAL EVENTS
Application Instructions

These instructions and the attached application form are to be used for the following type of events:

- Carnivals
- Fairs
- Race Events
- Festivals
- Music Events/Concerts

Review Process

This process is to determine the Zoning Use Category, whether the use is permitted and whether other approvals are required. A Certificate of Use is required prior to the event. The review process includes:

- Application should be made in a timely fashion so all required reviews and permits can be obtained prior to the proposed event date.
- Submit completed *Belmont Land Use Application for Outdoor Festivals & Special Events* to the Land Use Office – answering all questions and providing all required information will speed the review process.
- Contact the Building Official (603-267-8300x111) for required inspection(s).
- Submit completed *Belmont Fire Department Outdoor Festivals & Special Events* questionnaire to the Belmont Fire Department – answering all questions and providing all required information will speed the review process.
- Contact the Fire Department (603-267-8333) for required inspection(s).
- All other applicable permits must be obtained. These may include, but are not limited to NH Liquor Commission, NH DOT, NH Fire Marshal, NH DHHS
- A Certificate of Use will be issued for approved events.

Questions on the review process should be directed to the Land Use Office.

BELMONT LAND USE

APPLICATION FOR OUTDOOR FESTIVALS & SPECIAL EVENTS

APPLICATION MUST BE TYPED OR PRINTED LEGIBLY IN PEN

Applicant: _____ Tele: _____ e-mail: _____

Contact Name: _____ Tele: _____ e-mail: _____

Mailing Address: _____

Event Sponsor: _____ Tele: _____ e-mail: _____

Contact Name: _____ Tele: _____ e-mail: _____

Mailing Address: _____

Land Owner: _____ Tele: _____ e-mail: _____

Contact Name: _____ Tele: _____ e-mail: _____

Mailing Address: _____

Name of Event: _____ Event Location (Address): _____ Tax Map/Lot #: _____

Date(s) of Event: _____ Hours of operation: _____ Expected Attendance Numbers: _____

Describe Event: _____

Describe area of lot or building(s) to be used for event: _____
(Attach sketch if available)

Describe any temporary structures: _____

Describe Any Additional or Temporary Electrical Service: _____

Describe Desired Event Signage (Permit Required): _____

Describe any Food and/or Liquor preparation & service: _____

Describe Any Additional Rest Room Facilities: _____

Describe Location and Area to be Used for Parking: _____

Type of outdoor lighting: _____

Type of noise produced: _____

Describe any fireworks or other pyrotechnic devices: _____

Number/type of security and/or safety personnel on site: _____

Total Number of on-site workers involved in event: _____

Other Permits That Will be Obtained: _____

Will you have a Safety Response Plan? YES NO (If yes, supply copy to Town prior to event)

Do you have Event Insurance: YES NO (If yes, supply copy to Town prior to event)

STATEMENT OF ASSURANCE

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I am authorized by the event sponsor to make this application.

Date

Signature of **Applicant**

Date

Signature of **Event Sponsor**

I authorize this application and for Town Staff to enter onto my property for the purposes of this review.

Date

Signature of **Land Owner**