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