

TOWN OF HACKETTSTOWN

SPECIAL EVENTS LICENSE INSTRUCTIONS & APPLICATION

1. Submit the original and 10 copies of the application. The copies shall be distributed to the department heads for review.
2. Application must be submitted 60 days prior to the event.
3. If you are a nonprofit organization, and you are requesting that the fee be waived, please submit your request in writing with the application.
4. An application fee of \$50.00 made payable to 'Town of Hackettstown' must accompany the application.
5. An applicant may be required to reimburse the Town for any municipal expenses incurred during an event. If so, you may also be required to pay 100% of the estimated costs owed prior to the issuance of the license.
6. Please review the Land Development Ordinance, Section 500-General Provisions & Design Standards, #513-Signs to determine if you need a no cost permit to install any signs in the Town of Hackettstown, including but not limited to yard signs. **This ordinance will be strictly enforced.**
7. If you have any questions concerning the application, please contact the Clerk/Administrator, P.J. Reilly, at (908) 852-3130 or clerk@hackettstown.net.

Fee Paid: \$ _____
Date Application Received: _____
Name of Event: _____
Applicant: _____
Date of Event: _____
Date License Approved by Mayor and Common Council: _____
Date Reimbursement Agreement Signed: _____
Date Initial Reimbursement Fee Paid: _____

License Approved: _____
P.J. REILLY, CLERK/ADMINISTRATOR

(Above Line for Town Use Only)
(Submit Original and Eight Copies of Application)

TOWN OF HACKETTSTOWN
SPECIAL EVENTS LICENSE APPLICATION

I. Applicant's Information

- A. Applicant's Name:** _____
B. Contact Person's Name & Phone Number: _____

Email Address: _____
C. Applicant's Address: _____

D. Applicant's Phone Number: _____
E. Name and Phone Number of Emergency Contact: _____

F. Name Address & Phone Number of Property Owner if different from Applicant: _____

II. Event Information

- A. Name of Event:** _____
B. Location of Event: _____
C. Date and Hours of Event: _____
D. Rain Date, if any: _____
E. Zone Event Located: _____

III. Event Description

- A. Activities Planned:**

- _____
- _____
- B. Estimated Number of Persons Attending:** _____
- IV. Event Safety**
- A. Describe security to be provided:** _____
- _____
- B. Describe sanitary provisions (i.e. bathroom facilities, garbage disposal):**
- _____
- C. Describe health, fire and rescue squad provisions:** _____
- _____
- D. Describe location of parking, number of cars anticipated and any traffic Control needed:** _____
- _____

- V. Miscellaneous**
- A. Provide a copy of applicants liability insurance.**
- B. List alcohol permits or food license required:** _____
- _____
- C. Temporary lighting proposed:** _____
- _____
- D. Description of any open flame cooking facilities or pressurized flammable or combustible gases to be used. (Please note that such facilities require a permit from the Hackettstown Fire Department.)**
- _____
- _____
- E. Describe any noise amplification systems or music to be present:** _____
- _____

- VI. Additional Information**
- Please provide any additional information that may assist the Town in evaluating the application. If additional space is required please attach additional sheets.** _____
- _____
- _____
- _____
- _____
- _____

Application Date: _____ **Signature:** _____

NAME OF APPLICANT: _____

TOWN OF HACKETTSTOWN

**215 Stiger Street
Hackettstown, NJ 07840**

***SPECIAL EVENTS APPLICATION
MUNICIPAL COMMENTS/SIGN-OFF SHEET***

Applicant: _____

Event: _____

Department: _____ *Construction Office* _____ *Rescue Squad*
 _____ *Police Department* _____ *Department of Public Works*
 _____ *Code Enf. Officer* _____ *Fire Department*
 _____ *Other*

Comments:

Estimated Town Costs:

For:

Approvals *Recommended* *Not Recommended*

Signature **By:** _____
Title: _____
Date: _____

REIMBURSEMENT AGREEMENT

WHEREAS, the issuance of a special events license was approved by the Mayor and Common Council of the Town of Hackettstown on _____, 20____; and (date)

WHEREAS, the approval of the license was conditioned upon the applicant _____ paying no more (Name of Applicant) than \$_____ to the Town to reimburse the Town for municipal costs incurred by the Town during the event; and

IT IS THEREFORE agreed by the applicant to pay 100% of the municipal costs or \$_____ prior to the issuance of the license and to pay the balance to the Town within ten (10) days of their receipt of the bill.

Applicant

**TOWN OF HACKETTSTOWN
TEMPORARY ORGANIZATION/BUSINESS SIGN APPLICATION**

A. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____

PROPERTY INFORMATION

Property Owner: _____

Location _____

Block: _____ Lot(s) _____

Zone: _____

Upon written application to the Zoning Officer by a Hackettstown Town based non-profit organization, the Zoning Officer shall issue permits, without fee, for the erection of up to three (3) temporary signs announcing an event sponsored by said non-profit organization, provided the following requirements and regulations are met:

- a. One (1) sign may be located on the property owned by the non-profit organization, if and wherever such property exists, and up to two (2) signs may be located on properties other than that which may be owned by the non-profit organization, provided said properties are situated within the "TCC", "CC" or "HC" Districts
- b. The written application to the Zoning Officer by the non-profit organization shall include a written representation by the owner of the property upon which a sign is to be located, giving the permission for the display of the sign
- c. The written application to the Zoning Officer shall include a sketch indicating the proposed location of the sign(s) and the graphic material to be placed on the sign(s)
- d. Permitted signs may be freestanding or attached. Each sign shall not exceed 32 S.F. in area. If freestanding, the sign shall not exceed 10' in height and shall be set back from all street, driveway and property lines a distance equivalent to 1 linear foot for each 2½ S.F. of sign area
- e. Highway banners are permitted upon approval by the Mayor and Common Council and upon approval by the State or County when located upon a State or County Road and upon issuance of a certificate of insurance
- f. The permitted signs shall not be illuminated and shall be located so as not to interfere with driver vision
- g. All signs shall be constructed of approved materials and be neatly painted and adequately secured for aesthetic and safety purposes
- h. No more than one (1) sign for any particular non-profit organization shall be permitted on any particular property at the same time and no more than two (2) non-profit organization event signs shall be permitted on any particular property at the same time
- i. Permitted signs may be displayed for an ongoing project or an ongoing fundraiser for a period not to exceed 6 months unless extended by resolution of the Mayor and Common Council. Permitted sign for a specific event may be displayed for a period not to exceed 6 weeks prior to the event. The specific time period for the display of all signs shall be indicated on the written application to the Zoning Officer unless the advertised event occurs earlier in which instance the sign shall be removed within 24 hours after the event.

Individual Responsible for Posting and Removing Sign: _____

Dates Sign to be Displayed: From: _____ To: _____

Location of Sign: _____

THIS PERMIT IS HEREBY ISSUED/DENIED PERMIT # _____

Zoning Official's Signature

Date