

**TOWN OF STARKS
APPLICATION FOR**

A MASS GATHERING PERMIT

(Note: This application can be completed as an MS Word document.)

The undersigned applies for a permit for the following use(s) to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct.

| |
|---|
| Official Use Only: Application Name: _____ Date: _____ Fee(s) Received: _____ _____ |
|---|

Applicant's Name (Printed): _____

Applicant's
Signature: _____ Date: _____

INSTRUCTIONS: Submit 8 copies of written materials and maps or drawings containing the information listed below. The maps or drawings must be at a scale sufficient to allow review of the items listed under the approval standards and criteria.

If the applicant is applying for multiple mass gatherings an application for each of mass gathering must be submitted.

All maps and documents shall be submitted as numbered attachments coinciding with this application. This may include any additional pages as necessary to complete the application.

Waivers of Requirements: Provide a written request for any waivers from the requirements that you believe are unnecessary due to the size and character of the mass gathering. A waiver of any requirements may be granted only if the Planning Board finds that the information is not required to determine compliance with this Ordinance.

1. Applicant Information

Name of Applicant:

Contact Person:

Address:

Telephone:

Cell Phone:

Email:

Also provide the above information for the operator of the mass gathering and/or the organization, if applicable.

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2. Is the applicant a not-for-profit organization? ___yes, ___no If yes, attach a copy of the IRS tax exempt certificate.

3. Location(s) where the Mass Gathering will be held (list all locations):

Name of Property owner(s):

Name of public road(s) providing access:

(Town Tax Maps): Map #(s): _____; Lot #(s): _____

4. Proof of Right, Title and Interest: Provide evidence of right, title, or interest in the property. If the applicant is not the property owner, provide a letter of authorization or written permission from the property owner allowing use of the property.

5. Name of Mass Gathering:

Date(s) of Event:

Start time:

Finish time:

6. Description of the Event (Attach additional sheets if necessary):

a. What activities will be provided?

b. What is the anticipated attendance?

c. Will tickets be sold? ___yes, ___no If yes, what will be the maximum number?

d. Will there be overnight accommodations? ___yes, ___no If yes, what type and how many sites will be available?

e. Will food be sold and/or served at this event? ___yes, ___no

f. Will alcoholic beverages be permitted at this event? ___yes, ___no

g. Will consumption of adult-recreational marijuana be permitted at this event? ___yes, ___no

h. Will campfires be permitted at this event? ___yes, ___no

i. Will fireworks be permitted at this event? ___yes, ___no

7. Review Criteria and Standards (Use Section 7 of the Mass Gathering Ordinance to complete this section; section numbers are listed below)

Describe and provide evidence on how you will meet the following review criteria and standards. Make reference to your map and any attachments, as appropriate.

7.2 Public Safety: The Mass Gathering will have adequate public safety/law enforcement personnel available to ensure public safety both within and in the vicinity of the Mass Gathering.

7.3 Capacity and Containment: The Mass Gathering will have adequate capacity and containment.

7.4 Access, Roads and Parking: The Mass Gathering will have adequate access to and from the Mass Gathering site, and an adequate internal traffic and pedestrian system.

7.5 Medical: The Mass Gathering will have adequate medical services and facilities.

7.6 Fire Protection: The Mass Gathering will have adequate fire prevention and protection.

7.7 Water Supply: The Mass Gathering will have adequate water supplies and facilities.

7.8 Sanitary Facilities: The Mass Gathering will have adequate sanitary facilities.

7.9 Refuse Disposal: The Mass Gathering will have adequate refuse collection, storage and disposal.

7.10 Noise and Lighting: The Mass Gathering will not create unreasonable noise or lighting impacts, and lighting for public safety will be adequate.

7.11 Complaint Protocol: The Operator of the Mass Gathering will have an adequate protocol for responding to complaints.

7.12 Liability Insurance and Deposit for Public Costs: The Operator's liability insurance and financial assurances to cover any negative impacts to the public, the Town of Starks, and Starks Water District will be adequate.

7.13 Federal, State and other Town of Starks Laws and Regulations: The Applicant has provided evidence that applicable state, federal and local laws and regulations will be satisfied.

The following town officials have reviewed this application, and have signed below to indicate that all of their concerns related to those issues under their purview have been addressed.

Starks Water District (if within 1,500 feet of the event, and/or are the water source):

_____ date: _____

Starks Fire Chief: _____ date: _____

AMS Ambulance: _____ date: _____

Road Commissioner (road opening permit): _____ date: _____

Other: _____ date: _____

8. Required Maps:

1. **Location Map** - displaying the location of the Mass Gathering within the Town and the routes that attendees are most likely to take. (Copy of Maine Gazetteer map, USGS Topographic map may be used)
2. **Site Map(s)** of the Mass Gathering area (Property tax maps, Maine Gazetteer maps, USGS Topographic maps, professionally created or hand-drawn maps may be used) at scales that clearly depict the required information, generally at a scale of no more than 100 feet to the inch with the following:
 - a. The name of the Mass Gathering, and the name of the Mass Gathering and the Applicant/Operator, and the application date
 - b. The boundaries of the Mass Gathering area(s) and the parcel(s) with property tax map and lot number(s), acreages of parcels, north arrow, date, and map scale
 - c. Identification of all adjacent properties and property owners
 - d. All public roads to be used to access the Mass Gathering and the locations of the entrance(s) and exits(s) to the site for vehicles and pedestrians
 - e. The location(s) where traffic control and security personnel will be stationed (entrance(s)/exit(s) and internally
 - f. The location and type of any containment structures/measures to prevent trespass or unauthorized activities
 - g. The location and size of the assemblage area(s), including the location and size of any stages, tents or other structures
 - h. The location and size of overnight accommodation areas, and number of accommodations
 - i. The location of the food service and vendor area(s)
 - j. The location and width of internal roads and pedestrian ways
 - k. The location and size of parking areas and number of parking spaces
 - l. Emergency access routes
 - m. The location of medical/first aid facilities
 - n. The location of fire-related activities – camp fires, fireworks, etc.
 - o. The location, type, and number of water supplies
 - p. The location, type, and number of toilets, lavatories and bathing facilities
 - q. The location, type, size, and number of refuse disposal facilities
 - r. The location and type of amplified and other loud/potentially nuisance sounds
 - s. The location and type of major light sources that may illuminate areas beyond the boundaries of the Mass Gathering

9. **Additional Information:** Add any additional information that will help to demonstrate that your Mass Gathering will satisfy the Mass Gathering Ordinance Section 7 Review Criteria and Standards.