

# Town of St. Johnsbury

Office of Zoning Administrator

51 Depot Square, 3rd floor

St. Johnsbury, VT 05819

Phone: (802) 748-3926, ext. 3

## APPLICATION FOR STREET VENDOR, BUSKER or EVENT PERMIT

### FEES:

1. \$15 for one event permit.

2. \$150 for a yearly permit.

3. Explain fully if you believe the fees should be waived:

Certificate of insurance attached: Yes/No. If No, state reason for not attaching or reason why a certificate of insurance should be waived:

Application for Vendor/Busker/Event Permit is requested by: \_\_\_\_\_

of \_\_\_\_\_ to perform, operate or maintain within the limits of the Town of St.

Johnsbury the activity described: \_\_\_\_\_

at the following location(s) \_\_\_\_\_

on the following date(s) and time(s) \_\_\_\_\_

under and subject to such rules and regulations and restrictions as the Town of St. Johnsbury, by its duly constituted officers may, from time to time, prescribe and fix. I understand this permit may be revoked for failure to conform to such rules, regulations and restrictions, and for any other just cause as determined by the appropriate authority.

Contact email: \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

PERMIT No. \_\_\_\_\_, 2022

This certifies that a permit is granted to \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ to perform, operate or maintain within the limits of the town of St.

Johnsbury \_\_\_\_\_ under and subject to  
such rules, regulations and restrictions as the Town of St. Johnsbury, by its duly constituted officers may, from  
time to time, prescribe and fix. This permit is revocable for failure to conform to such rules, regulations and  
restrictions as noted herein and for any other just cause as determined by the appointed authority.

This permit expires on \_\_\_\_\_.

*Conditions of this permit are recorded on this document.*

\_\_\_\_\_  
Signature of Zoning Administrator      Date \_\_\_\_\_

Revised 2/23/2022

**PLEASE DESCRIBE FULLY ALL ACTIVITIES** TAKING PLACE (use space below if needed to include additional information):

**RACE/PARADE:**

How many participants are anticipated: \_\_\_\_\_

Start \_\_\_\_\_ End locations \_\_\_\_\_

Street Crossing Volunteers # \_\_\_\_\_ # trained \_\_\_\_\_

Will participant be on the sidewalk only? Yes/No      On the Streets? Yes/No

**MUSIC:**      Locations & Hours \_\_\_\_\_

**VENDOR BOOTHS:** How many? \_\_\_\_\_ Are Vendors being charged? \_\_\_\_\_

**ALCOHOLIC BEVERAGE SALES:**

**FOOD TRUCKS / BOOTHS:**

**GAMES** (e.g. bouncy house):

**DISPLAYS** (e.g. antique cars, fire engines, historic trades):

**OTHER ACTIVITIES:**

## **Town of St. Johnsbury**

### **Event Conditions and Public Safety Instructions:**

The named coordinator of any event, festival, parade, etc. must check in with the appropriate Department (Fire, Police, Public Works) **no later than two weeks before the permitted date** to verify that date/time, and town resources required for the event, including setup and takedown, and to communicate any last minute changes in activities that may have been identified. Current contact information for Town Departments is on the town website [stjvt.com](http://stjvt.com).

### **IF THERE IS SCHEDULED ROAD CLOSURE ALL EVENT SUPPORT PERSONNEL SHOULD BE ADVISED OF THE FOLLOWING PUBLIC SAFETY REQUIREMENTS:**

#### **Traffic safety support for road closure and/or crossing at intersections:**

1. Event volunteers must provide adequate (generally no less than 10) volunteers for street closure/crossing safety at road intersections..
2. The police department will loan safety vests and radios for each volunteer.
3. A coordinator for the event is responsible for picking up the equipment at the police department 30 minutes before the start and returning the equipment to the police department after the event.

#### **For Fire department access and operational needs:**

1. Streets which are closed must maintain a 20 foot fire lane for fire apparatus to get in to the street and operate efficiently.
2. No overhead obstruction shall be lower than 14 feet.
3. No fire Hydrants can be obstructed or blocked so as to prevent access or visibility.
4. No building fire protection feature or system can be blocked. Such as sprinkler connections, fire alarm boxes or exit ways coming out of the building.
5. Any grills, or cooking devices shall be at least 10 feet away from any building. Any vendor with this shall have a working fire extinguisher.
6. Fire department personnel will have final say on any safety item of question and may revise or correct any unsafe condition.

**Please complete and describe all actions that apply to your planned activity(S) and include with this application (attach additional supporting information as needed) :**

The following is *required for all Race & Parade events (use google walking map)*

MAP with planned route/location(s) *Yes/No*

MAP of Road Closure Points Yes/No Street Names \_\_\_\_\_

MAP of Detour Route Yes/No Street Names \_\_\_\_\_

***Road closures and/or crossing require the following: Traffic Control Plan with # of People and Detours. Select Board approval will be obtained by Town Management before a permit is issued for the event. If plan includes a State Road closure an insurance certificate and State Permit is required***

### **EVENT PERMIT REQUEST ADDENDUM: SERVICES REQUESTED FROM THE TOWN**

*Please include all areas where town support and/or equipment is required. Town services may be billable based on use fees and/or billable hours for personnel and equipment. If required an Invoice of estimated cost will be provided and agreed upon between the Town Manager and the Applicant before a permit is issued. Setup/takedown time of two hours is added to the scheduled time of the event.*

Barricades Yes/No Number\_\_\_\_Location(s) \_\_\_\_\_

Cones Yes/No Number\_\_\_\_Location(s) \_\_\_\_\_

Traffic Control Signs Yes/No Number\_\_\_\_Location(s) \_\_\_\_\_

Reserved Parking Spaces/Lots Yes/No Number \_\_\_\_Location(s)\_\_\_\_\_

Fire/Ambulance Support Yes/No Location(s)\_\_\_\_\_

Fire Dept Display Requested Yes/No Type of Unit Requested \_\_\_\_\_

Police Dept Display Requested Yes/No Type of Unit Requested\_\_\_\_\_

Public Facility Use Requested Yes/No \_\_\_\_\_  
Parks/Buildings/Restrooms

Access to Electricity Yes/No \_\_\_\_\_

Town Management Operations Support  
To be completed by Town Manager only

**Police Dept** (yes/no) minimum 1 hour @ \$00.00 /hr **total hours** \_\_\_\_\_ **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Fire Dept** (yes/no) *minimum 1 hour @ \$00.00 /hr* **total hours** \_\_\_\_\_ **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Public Works** (yes/no) *minimum 1 hour @ \$00.00 /hr* **total hours** \_\_\_\_\_ **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Cleaning** (yes/no) *minimum 1 hour @ \$00.00 /hr* **total hours** \_\_\_\_\_ **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Equipment use fee** (signs, barricades, vests, radio, cones, etc) **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Use of Town Property** (public building, parks, streets, pavilion, etc) **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Security Deposit** (yes/no) **\$**\_\_\_\_\_.\_\_\_\_ **waived y/n**

**Selectboard Approval Required** (yes/no) **Date of Approval** \_\_\_\_\_

Town Manager/Applicant Agreement in place Yes/No/NA **Date** \_\_\_\_\_

**OTHER CONDITIONS**