

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. \$55 for one event permit.

2. \$350 for a yearly permit.

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

Any event or public gathering that is publically advertised and is general admission requires a permit.

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. _____, 2024

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 9/10/2024

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

RACE/PARADE/EVENTS/PUBLIC GATHERINGS:

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 Zoning *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.

All road closures need to be approved by the Town Manager

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