

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT: STREET CLOSURE

DEB BASSETT OF 49 ARBUTUS AVENUE IS REQUESTING THE CLOSURE OF 25 – 39 ARBUTUS AVENUE FOR ARBUTUS-FEST FROM 1:00 PM TO 7:00 PM. ON SEPTEMBER 20, 2014. PASSAGE REQUIRES MAJORITY VOTE.

POSITION:

Code Enforcement, Fire, Parks & Recreation, Police, Public Works and the Transportation Department have been notified and there are no objections. The request with details is attached.

REQUESTED ACTION:

Council approval for the Street closure.


CITY CLERK



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 8/20/2014

ORGANIZATION INFORMATION

Name of Organization: _____

Contact Person for Event: Deborah Bassett

Title of Contact Person: _____

Contact Name and Phone number during the Event: Deb Bassett 712.5995

Mailing Address: 49 Arbutus Avenue

Telephone: 207.712.5995 cell 207.619.7088 home

Cell Phone: 207.712.5995

Email Address: dbasscm@gmail.com

Is your organization incorporated as a non-profit organization? _____ Yes No

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Arbutus - Fest

Location of Event: Arbutus Avenue #25-39

Date of Event: Sat. September 20th, 2014

Rain Date: _____

Time of Event: Start Time: 1:00 pm Ending Time: 7:00 pm

Estimated Attendance: about 50 people

Does the Sponsoring Organization own the property? _____
If not, please attach a letter from the property owner authorizing this event.

Does the Applicant have insurance for this event? _____ Yes No

Please check off all events that will occur

Check off	Type of Event	Additional Information	Fee	Total
	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
	Burn Permit/Bonfire	Must complete Additional paperwork with the Fire Department	No Fee	
	Carnival	Proof of Insurance is required	\$125.00 a day	
	Circus	Proof of Insurance is required	\$300.00 a day	
	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
	Food	Please Provide a list (Include: Name of organization, contact, address, phone, and food items that will be sold or given away)	\$35.00 per event per Food Vendor	
	Non Food Items	Please Provide a list (Include: Name of individual, date of birth, address, phone, and items that will be sold or given away)	\$60.00	
	Off Premise Alcohol	State Application is required	\$20.00	
	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
	Parade	Please provide Parade route.	No Fee	
	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
✓	Road/Intersection Closure	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
	Trailer Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
			Processing Fee	\$20.00
			Total	

Fees are waived for Non Profits

Will Barricade and/or cones be needed? Yes, just block of small section of
 Is Yes, How many barricades 4, 2 for curbside cones street.

SANITARY FACILITIES

Please state if the following items will be available at your event, the number of items available and the proximity of the item to your event:

<u>Sanitary Requirement</u>	<u>Amount at Event</u>	<u>Location</u>
TOILETS	_____	_____
WASTE DISPOSAL	_____	_____
HAND WASHING FACILITIES	_____	_____
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

DESCRIPTION OF EVENT

Jessica A. Hanscombe _____

Signature of Applicant Date Submitted

8/20/2014

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this application to: **City Clerks Office**
Att: Jessica Hanscombe
25 Cottage Road
South Portland, Maine 04106
207-767-7628
jhanscombe@southportland.org

ADDITIONAL INFORMATION

Neighbor Notification

By signing below, I am acknowledging that I have been advised of the details of an event to be hosted by my neighbor, which includes the need for an *Amplifying License/Street Closing*.

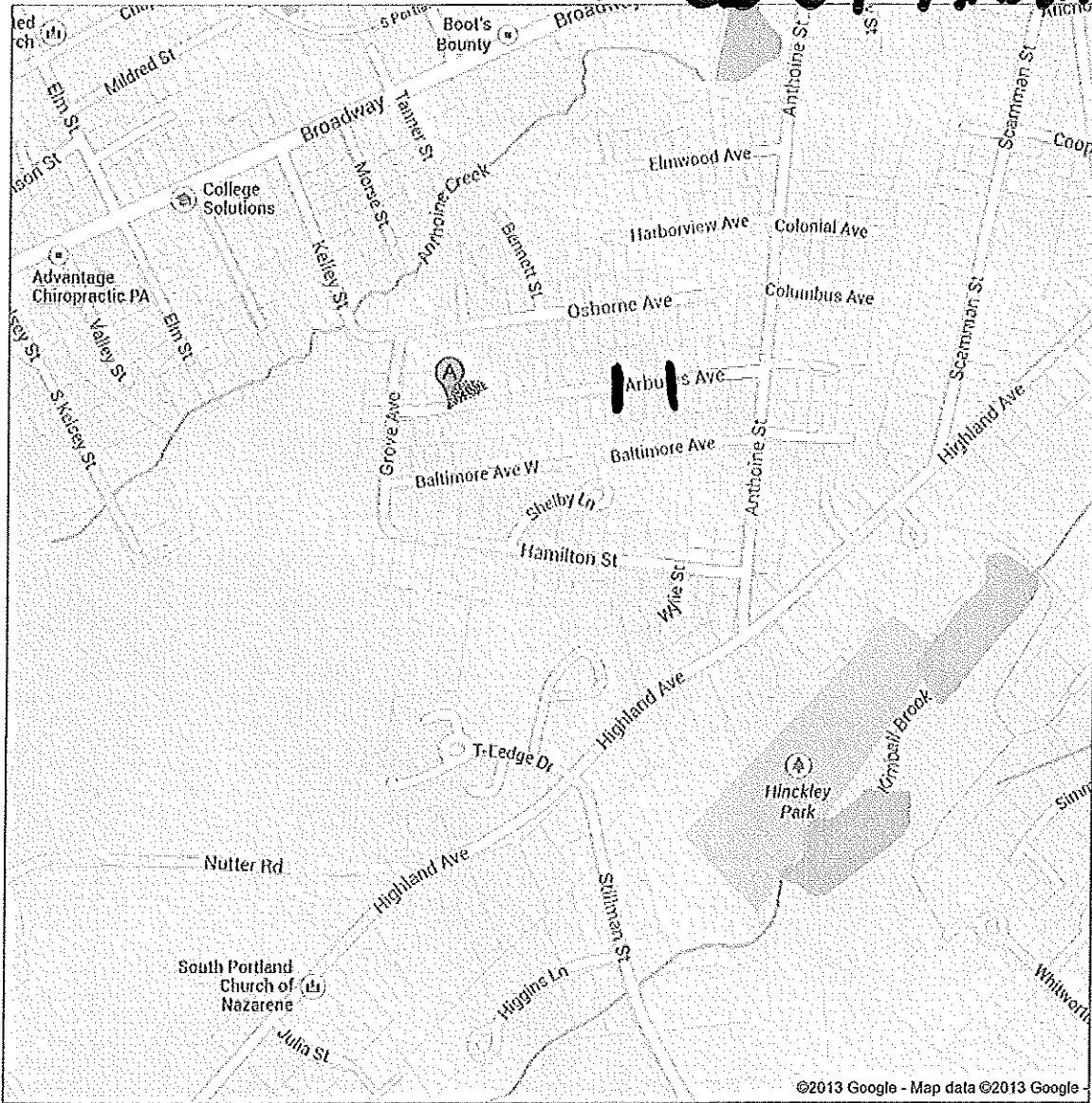
I understand that by signing below I am neither approving nor disapproving of the use of amplification equipment/Street Closing, but rather that I have been advised of the application. (The Police Chief will make a final decision as to whether the application is approved or denied.)

NAME	ADDRESS	SIGNATURE
Shawn Fudley	55 Arbutus Ave	Shawn Fudley
Kathleen Fudley	55 Arbutus Ave	Kathleen Fudley
Molly Haggaman	55 Arbutus Ave	Molly Haggaman
Ron Cobygan	55 Arb.	Ron Cobygan
Mary Cobygan	55 Arb.	Mary Cobygan
Farren Petkey	39 Arbutus Ave	Farren Petkey
Raymond Capelin	25 Arbutus Ave	Ray Capelin
ICC	37 Arbutus Ave	ICC
Karen Harvey	30 Arbutus Ave.	Karen Harvey
John Harvey	30 Arbutus Ave.	John R. Harvey
Sarah Hartford	34 Arbutus Ave.	Sarah Hartford

Google

Address: 30 Arbutus Ave
South Portland, ME 04106

25-39 Arbutus



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