

## **SOUTH PORTLAND CITY COUNCIL**

*POSITION PAPER OF THE CITY CLERK*

***SUBJECT:***

**Street Closure**

**THE SOUTH PORTLAND PARKS, RECREATION & WATERFRONT DEPARTMENT IS REQUESTING THE CLOSURE OF OCEAN STREET AT C STREET UP TO D STREET, FOR AN EVENT ON AUGUST 9, 2014. THE ROAD CLOSURE WOULD BE FROM 2:45 PM TO 7:15 PM. 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 6/12/14

## ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Rec & Waterfront

Contact Person for Event: Lisa Thompson

Title of Contact Person: Recreation Coordinator

Contact Name and Phone number during the Event: Lisa - 767-7650

Mailing Address: 21 Nelson Rd., South Portland ME 04106

Telephone: 767 7650

Cell Phone: 400-6520

Email Address: lthompson@southportland.org

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

Non-Profit Number: \_\_\_\_\_

## EVENT INFORMATION

Name of Event: TBD

Location of Event: Ocean St - Block from D st to C st.

Date of Event: AUG 9, 2014

Rain Date: none

Time of Event: Start Time: 3:00 pm Ending Time: 7:00 pm

Estimated Attendance: 300 - 400

Does the Sponsoring Organization own the property? no

*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	Band
	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 Sidewalk vendors from Ocean St. businesses	
✓	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 In-store specials	
	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 Time of Closure: Start: <u>2:45 pm</u> Finish: <u>7:15 pm</u>	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee Block D to C st. w/ those streets being open	
	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	
	Tidal Waters to be used	Please provide a map	No fee	
	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 Parks + Rec will provide  
 Is Yes, How many barricades 6 Cones 12



closed

open

Rotary  
☺

**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	NONE	N/A
WASTE DISPOSAL	↓	
HAND WASHING FACILITIES		
PORTABLE WATER		
FIRST AID FACILITIES		

DESCRIPTION OF EVENT

This will be an add-on to the popular Art in the Park @ Mill Creek. A Block party hosted by Knighthville businesses to include a music, childrens activities, raffles, a classic car show (8-10 cars), sidewalk sales and food (with Knighthville Businesses) and a fashion show featuring local designers.

West Thompson  
Signature of Applicant

6/12/14  
Date Submitted

**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

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**\*\*\*\*FOR STAFF USE\*\*\*\***

**DEPARTMENT COMMENTS AND RECOMMENDATIONS:**

City Clerk Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Code Officer/Health Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Code Officer/Building Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Fire Department Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Parks & Recreation Department Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Police Department Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Public Works Department Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Transportation Department Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Council Public Hearing Date: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

Date applicant notified: \_\_\_\_\_