

# Street Closure Permit Application

## 1. Event Sponsor

Name: Sustainable Montpelier Coalition	Email: info@sustainablemontpelier.org
Address: 15 State St. Montpelier	
Cell Phone:	Other Phone:

## 2. Event Details

Name of Event: Saturday Farmers Market on State St.	
General description of the event (1 to 3 sentences): continuing farmers market but moving location to State St. (from Elm St. to Main St.)	
Date of Event: Sept 23 Sept 30 Oct 7	Start and End Time of Event: normal farmers Mkt hours
Street(s) to be Closed - Please provide a sketch of the event layout. State St. from Elm to Main St.	
Time Street will close (recommend up to an hour before event): 7:00 AM	Time Street will reopen (recommend 30 minutes after the event ends): 2:00 PM
Number of Staff/Volunteers on site for Event: 6+	
Number of people expected at event: USUAL farmers Mkt volume	Number of vendors and/or entertainers who will participate: usual vendors

## 3. Community Support

Is this a reoccurring event in Montpelier? 3 Saturdays only	If no, do you have experience elsewhere with such events? Please explain. Sustainable Montpelier Net Zero 2030
How does this event benefit the public (as outlined in the Street Closure Policy)? allows expanded parking for market in area previously used for market itself - Brings shoppers directly in front of State St Businesses. Supports pedestrian friendly downtown goal	



## 4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

st. closure + barricades as needed

What arrangements have been made for food, water, and toilet facilities (if applicable)?

Same as for existing farmers market

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

Same as for existing farmers market

If additional law enforcement officials will be hired for your event, please list:

no additional officials

Please note any other unique aspects of this event:

Barricades at state + main + state + Elm  
signage for parking next to christ church  
volunteers will direct to parking

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? NO!

## 5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Layout will be accessible per federal law.



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Hubert Tino O'Brien  
Board Chair SMC

Hubert TINO O'Brien

Signature

Printed Name

Date  
8/5/17

**6. Signature**

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Hubert Tino O'Brien

Hubert Tino O'Brien

8/5/17

Signature

Printed Name

Date

### Notice Documentation

Name of Event: <u>Montpelier Farmers Market on State St.</u>	
Date of Event: <u>Sept 23 Oct 7</u> <u>Sept 30</u>	Start and End Time of Event: <u>7:00 - 2:00 PM</u>
Street(s) to be Closed: <u>State St. From Elm to Main</u>	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered. <u>notice posted in Times Argus, city web site</u> <u>flyers to all merchants on State St. in affected area.</u>	



**FOR OFFICIAL USE ONLY**

The following parties have reviewed and approved:

<p><b>POLICE</b></p> <p>Reviewed by: <span style="float: right;"><i>CAPTAIN</i></span> <i>NEIL MARTEL</i> Print Name</p> <p><i>[Signature]</i> Signature</p> <p><i>8/7/17</i> Date</p>	<p><input type="checkbox"/> Reviewed – recommend approval with no conditions</p> <p><input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Develop a Plan for Layout of Vendor Locations on STATE ST that allows the vendors to be able to have access for setup/take down that flows in direction that is safe &amp; orderly for vehicles &amp; pedestrians/vendors. Volunteers/organizers to work w/ city on this plan before events are approved &amp; held on the dates listed.</i></p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>
<p><b>PUBLIC WORKS</b></p> <p>Reviewed by: <i>Thomas McArdle</i> Print Name</p> <p><i>[Signature]</i> Signature</p> <p><i>8/8/17</i> Date</p>	<p><input type="checkbox"/> Reviewed – recommend approval with no conditions</p> <p><input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Agree w/ PD comments &amp; suggestions. May need traffic control to assist w/ setup &amp; take down traffic movement.</i></p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>
<p><b>FIRE DEPARTMENT</b></p>	





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Reviewed by: <u>Robert Gowen</u> Print Name <u>[Signature]</u> Signature <u>8.8.17</u> Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <u>Maintain Emergency Vehicle Access</u>  <input type="checkbox"/> Reviewed – do not recommend approval
<b>MONTPELIER ALIVE</b>	
Reviewed by: <u>Ashley Witzinger</u> Print Name <u>[Signature]</u> Signature <u>8/8/17</u> Date	<input checked="" type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:  <input type="checkbox"/> Reviewed – do not recommend approval
<b>OTHER</b>	
Reviewed by: _____ Print Name _____ Signature _____ Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions:  <input type="checkbox"/> Reviewed – do not recommend approval

This permit request was reviewed at the 8/23/17 City Council



(MONTH/DAY/YEAR)

meeting. This permit request was:

APPROVED



DENIED



