

OUTDOOR SPECIAL EVENTS

WESTPORT PLANNING & ZONING

***If your event is on Town Owned Property: Call the First Selectman's Office (203-341-1111).
Planning and Zoning approval is not needed. ***

1. **Applicant's Name:** _____ **Daytime Tel #:** _____
 2. Address of Property: _____
 3. Applicant's Email Address: _____
 4. Property Owner Name: _____
 5. Assessor's Property Identification (PID) # (As listed on Assessor's card) _____
 6. Date(s) of Special Event: _____
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HEALTH DEPT APPROVAL - (WWHD) – Required only if food will be served:

7. **Signature** of Health Dept Official: _____ **Date:** _____
Health Dept Conditions if any: _____
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FIRE MARSHALL APPROVAL - Required for ALL applications:

8. **Signature** of Fire Marshall or Fire Inspector: _____ **Date:** _____
Fire Dept. Conditions if any: _____
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POLICE CHIEF APPROVAL - If required, see instruction on page 2

9. **Signature** of Police Chief or Designee: _____ **Date:** _____
Police Dept. Conditions if any: _____
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_____ **Date:** _____
9. **Applicant's Signature:** *I hereby acknowledge that all WWHD, Fire Dept, & Police Dept. conditions will be followed.*

_____ **Date:** _____
10. **Property Owners Signature** **Owner's Signature** (Must be signed or letter of authorization provided)
If the applicant is unable to obtain the signature of the property owner, a letter of authorization signed by the property owner may be submitted instead, as per §43-3.3

Note: If the event is an annual event only a Zoning Permit is required for subsequent years, please submit a copy of initial special event approval with completed Zoning Permit application.

Note: Tents 400 SF or greater in size must get a Building Permit (203-341-5025).

PLANNING & ZONING DEPT REQUIREMENTS:

Located: 110 Myrtle Ave Town Hall Rm 203 (203-341-1030)

1. **Application Fee: \$200.00 Cash or Check** made payable to **Town of Westport**.
2. A complete Application w/ applicant and owner signature (or owner authorization letter)
 - Application must have **all** department signatures **prior** to submission to P&Z.
3. Plans Required:
 - **One** copy of a survey drawn to A-2 standards showing location of proposed location for Outdoor Special Event; and
 - One copy of Building Plans and Elevations for any proposed tents awnings or any other structures putting up.

HEALTH DEPT (WWHD) REQUIREMENTS:

Located at 180 Bayberry Ln. (203- 227-9571)

1. **Any** Outdoor Special Events that **serve food** to the public require HEALTH DEPT approval.
2. Contact the Health Dept. for requirements and fees.

FIRE MARSHALL REQUIREMENTS:

Located at 515 Post Rd E *2nd Floor of Fire House* (203-341-5025)

1. Any tents, other structures with roofs, outdoor cooking or outdoor heaters require Fire Marshall approval.
2. The fire rating of all tents and awning must be provided to the Fire Marshall.
3. Any locations that could potentially **block emergency egress** from a building require Fire Marshall approval.
4. Contact the Fire Department for plan requirements.

POLICE DEPT REQUIREMENTS:

Located at 50 Jesup Rd – (203-341-6000)

1. Any Outdoor Special Events effect parking areas or pedestrian safety on a sidewalk.
2. Outdoor Special Events utilizing **OFF-SITE parking MUST** get their **Parking** arrangements approved by Police Dept.
3. Contact the Police Department for plan requirements.