



**PLANNING BOARD**  
*William J. Amacher, Chairman*  
**4160 UPPER MOUNTAIN ROAD • SANBORN NY 14132-9416**  
*www.townofcambria.gov*

**PSE-20 -**

Office use only

**FEE: \$250.00**

**SPECIAL EVENTS APPLICATION**

Applicant Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

SBL# \_\_\_\_\_

Dates & Hours of Event: \_\_\_\_\_

\_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Maximum number of person's expected to attend: \_\_\_\_\_

Liquor license required? \_\_\_\_Yes \_\_\_\_No If yes, is a copy of the license attached?

***Instructions:*** To obtain action, submit application and applicable fee to the Building Department Office, **by 2 business days prior to the last business day of the month**, to be placed on the agenda of the next month's Planning Board meeting.

*A completed Special Events Application shall include the following information/submittals, as applicable:*

1. The name, address & telephone number(s) of the person(s) who will be organizing the event & who can be contacted prior to & during the event by Town Officials.	
2. The address of the event location.	
3. The proposed dates & hours of the Special Event, including the setup & shutdown times.	
4. The expected maximum number of persons intended to use the property at one time & collectively, including organizers, employees, vendors, exhibitors & spectators/participants.	
5. Expected number of automobiles & other vehicles intended to use the property at one time & collectively, & proof of adequate off road Parking Capacity as defined herein.	
6. The name, address & telephone number of the person(s) who will be engaged in the preparation and/or sale of food, alcohol, or beer and a copy of the State Liquor Authority License & Niagara County Health Department Permit Number for the activity, if applicable.	
7. The name, address & cellular number of any security company which will work on the Premises & a description of the duties to be performed, if applicable.	
8. The dimensions of any tents or existing buildings to be utilized for the event. All tents erected in connection with an event and/or the use of existing buildings in connection with the event will require an application to, & the approval of, the Code Enforcement Officer of the Town of Cambria.	
9. Certification that the property where the event is to take place is not subject to any covenant or restriction limiting its use, or if the use is restricted by easement or otherwise, a copy of a survey or diagram depicting the easement area & any reserved area where development rights are intact.	
10. The applicant must provide a certificate of general liability insurance naming the Town of Cambria as an additional insured with limits of \$1,000,000 per occurrence or such other limit or condition as may be required by the Town of Cambria for events where expected attendance exceeds 500 attendees.	
11. A general description of the proposed event including the purpose of the event & description of the nature of the services to be carried on & the admission fee to be charged, if any.	
12. A Parking/Event Plan including the following: <ul style="list-style-type: none"> <li>a) The size of the property &amp; its location in relation to abutting streets or highways</li> <li>b) The size &amp; location of existing buildings or structures that will be in operation during the course of the event &amp; any proposed building, structure, tent(s) or signs to be erected temporarily for the event.</li> <li>c) The location of stages or tents, if any.</li> <li>d) The designated area of use for spectators, exhibitors, vendors, food trucks, employees &amp; organizers, as applicable.</li> <li>e) The location of all entrances &amp; exits.</li> <li>f) The location of all fire extinguishers &amp; other fire safety equipment, if any.</li> <li>g) The location of all temporary utilities to be installed for the event, if any.</li> <li>h) The layout of any parking areas for automobiles &amp; other vehicles &amp; the means of ingress &amp; egress for such parking areas. The parking spaces must allow 200 square feet per car. Such parking area shall provide for one (1) parking space for every four (4) persons expected to be in attendance.</li> <li>i) A traffic control plan for vehicles entering &amp; leaving the site for the proposed</li> </ul>	

event. j) A plan for the use of live music, loudspeakers & other sounds which will be used, if applicable. k) A description of emergency access & facilities related to the event. l) Provisions to dispose of any garbage, trash, rubbish or other refuse. m) The location & a description of any additional lighting to be utilized in conjunction with the event. n) The location of any sanitary facilities on site, both permanent & portable. o) The location & a description of any additional lighting to be utilized in conjunction with the event.		
<p>13. Notwithstanding the foregoing, the Planning Board, upon request of the applicant, may waive in whole or in part any of the foregoing application requirements upon a finding that said requirements are not necessary for proper consideration of the Special Event Application in accordance with the standards set forth herein or for the protection of the health, safety &amp; welfare of the community. The Planning Board's determination of any waiver shall be in writing &amp; shall specify the reason for the grant or denial of such a waiver. If a waiver in whole or part is granted, the Planning Board may attach appropriate conditions to protect the public interest.</p> <p><b>Agreement</b>  <i>By initialing the above requirements and signing below, I acknowledge that all items have been completed. I also understand that failure to complete all the listed items may result in the delay of the Site Plan Review.</i></p>		
		____/____/____
	<i>Signature of Owner or Authorized Representative and Title</i>	<i>Date</i>