



TOWN OF LINCOLN, NH
Planning & Zoning Department
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Request for Approval of a Special Event

Instructions to Applicant: It is the responsibility of the applicant to complete this application form as thoroughly as possible in order to enable the Planning Board to promptly review the submitted application. The applicant is encouraged to attach pertinent maps, sketches, minutes, letters, or other documents to this application and use additional blank sheets if any of descriptions below require additional space.

Date: _____

To: The Lincoln Planning Board

The undersigned, as owner or duly designated agent for the parcel(s) listed below, hereby applies for approval of the special event use described herein, including any attachments thereto.

Categorize the Special Event:

Concert	Camping	Craft Show	Festival
Highland Games	Motor Vehicle Rally	Sales	Other: _____

Name of the Proposed Special Event: _____

Description of the Special Event: (Include description of all major activities. If more room is needed please use the reverse side)

Tax Map(s) and Lot Number(s): Map _____, Lot _____ Map _____, Lot _____

Proposed Date(s) of the Special Event: _____

Describe the Attendance Expected at the Special Event: (Note: the Planning Board understands that no one can accurately predict the exact attendance at a Special Event. However, the operator of the special event must propose a reasonably accurate estimate of the number of attendees expected for consideration by the Planning Board. Estimates are required for each day for a multi-day special event.)

Describe the proposed parking plan being proposed for the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form. If off-site parking is proposed, a sketch for each proposed off-site area must be submitted and specific numbers must be designated for each parking area. For each off-site parking area, a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application.) ☐ Not Applicable.

Describe the proposed traffic control plan to be maintained by the applicant during the above described special event: ☐ Not Applicable.

Describe the proposed sanitary waste services to be maintained during the above described special event: ☐ Not Applicable.

Describe the proposed water supply services to be maintained during the above described special event: ☐ Not Applicable.

Describe the proposed solid waste services to be maintained during the above described special event: ☐ Not Applicable.

Describe the proposed vending activities to be conducted during the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

Describe the proposed police details to be provided by Lincoln Police Department or other law enforcement agencies: (Note: A contract with the Police Department or a letter from the Police Chief or other documentation acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

Describe any public areas (e.g., public or private roadways, municipal parking lots, etc.) proposed for non-traffic use during the special event: (Note: a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application. If a parade is scheduled on a State highway in conjunction with the special event, please attach a copy of the license issued by the State pursuant to RSA 286:2.) ☐ Not Applicable.

Describe the proposed on-site and off-site temporary signage to be utilized during the above described special event: (Note: a sketch, or sketches, or, a detailed listing, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

Describe any other pertinent information that the Planning Board may want to know about the Special Event ☐ Not Applicable.

Number of Years Being Requested for Approval: (Note: a “new” special event will be approved for only one (1) year on a trial basis. All other applications may be approved by the Planning Board for either 1, 2 or 3 years, or, permanently approved.)

☐ Trial 1-Year Approval ☐ 1 Year ☐ 2 Years ☐ 3 Years ☐ Permanent Approval

Is a completed “Abutters List” form enclosed with this submitted application?

☐ Yes ☐ No

Have the necessary fees been paid to the Town of Lincoln? ☐ Yes ☐ No

License Fees:

The Town shall charge the applicants permit fees based upon the following schedule:

One Day Event**Expected Attendance**

0 to 500 persons
 501 to 1000 persons
 1001 to 3000 persons
 3001+ persons

Non-Profit Sponsor

\$50
 \$50
 \$50
 \$50

For Profit Sponsor

\$100
 \$150
 \$250
 \$300

Multi-Day Event

\$50 per additional day shall be added to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for nonprofit events.

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) reviewed the Special Event Plan? ☐ Yes ☐ No

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) have endorsed the Special Event Plan? ☐ Yes ☐ No

Applicant (Name Typed or Printed): _____

Applicant's Address: _____

Applicant's Phone Number: _____

E-mail Address, if applicable: _____

Signature of the applicant: _____

Name of Sponsoring Organization if Applicable: _____

Address of Sponsoring Organization: _____

Sponsor Phone Number: _____

Sponsor E-mail Address or website address, if applicable: _____

For Use By The Town:

Date Application Received: _____

Initials: _____

Date Approved: _____

 Town Manager/Town Planner

 Date