



Special Event Procedures

This form must be used to obtain permission from each of the departments, verifying compliance with permits, regulations, etc. When this form is complete, please bring it to the Recreation Department. We will forward this form with the department approvals to the Business Administrator for final approval. You will then be contacted concerning final approval.

Organization: _____ Contact: _____

Day Phone: _____ Evening Phone: _____

Event Title: _____ Event Date: _____

Rain Date/Plans: _____

Event Time (including set-up & clean-up): _____

Type of Activity: _____
(A full written description of all activities for your event must be included with this packet)

Location: _____ Parking: _____

of staff/volunteers _____ # of Participants _____

Initial

- _____ **Administration:** Christie/ Insurance certificates
 Approved **Denied** **N/A**
- _____ **Recreation:** Submit written plan, Facility Use applications (School & Municipal)
 Approved **Denied** **N/A**
- _____ **DPW:** Requests for dumpsters, traffic cones, field preparation, etc.
 Approved **Denied** **N/A**
- _____ **Police Department:** Traffic, parking & safety concerns
 Approved **Denied** **N/A**
- _____ **Health Department:** Food Handling, restrooms, water source, sanitation
 Approved **Denied** **N/A**
- _____ **Code Enforcement/Building Department:** Electrical inspections, fireworks requirements, amusement rides, etc.
 Approved **Denied** **N/A**
- _____ **Zoning Department:** Sign Permits
 Approved **Denied** **N/A**
- _____ **Clerk's Office:** Peddler's permits (for vendors selling items), gambling permits (raffles, 50/50's, tricky tray, etc.)
 Approved **Denied** **N/A**

Event approved by Administration: _____ Date: _____

Attached are guidelines for planning a special event.



Special Event Planning

1. **The Plan:** Have a written plan/proposal. Include who is holding it, and who benefits. Describe the event, location, date, time, number of participants, number of volunteers, inclement weather plan/rain date. You can use this document to build a sponsorship packet, if you decide to solicit sponsors.
2. **Logistics:**
 - a. *Parking & Traffic Safety:* Where are volunteers parking, where are participants parking? If major roads will have pedestrian traffic, a high volume of cars – then contact the Safety Officer (Scott Van Ness at ext. 7555) and review safety needs. You may need to arrange for traffic cones (Recreation has a few or the police can contact NJDOT (for more than 75) on your behalf.). If an officer is needed to direct traffic, you will need to make payment arrangements.
 - b. *Restrooms:* If you will be providing portable chemical toilets, they need to be licensed with the town. Contact Frank Wilpert (x 7330) for a list of providers.
 - c. *Food:* Contact Frank Wilpert (x 7330). If you are serving food, you will need to fill out an application with the health department. (Lot of requirements for food handling). If you are using grills to prepare food, be sure to have a large safety zone marked out around it, and plan ahead as to what you are doing with any hot coals. If you use a gas grill, consider transportation safety. For food Vendors in Mt. Olive that already have Food handling licenses, there is a \$1.00 special event fee that is submitted with the Health Department's Special Event Form, along with a copy of their insurance (naming Mt. Olive Township as additionally insured). For food vendors NOT in Mt. Olive, they will need to complete an application for a Food Handling license, a \$50 licensing fee, along with a copy of their insurance (naming Mt. Olive Township as additionally insured). The Health Department's Special Event Form still needs to be submitted.
 - d. *Insurance:* If your organization is not covered by the Township of Mt. Olive's JIF insurance, a copy of your insurance and a hold harmless agreement naming Mt. Olive Township, must be submitted to the Administration Department, Attn. Christie. Vendors who are providing services must also submit insurance papers.
 - e. *Sanitation:* For dumpsters, contact Tim Quinn x 7340. For Trash Barrels, contact Jim Lynch at ext 7260.
 - f. *Field Preparation:* If you need specific maintenance scheduled before your event, please contact the Buildings, Grounds & Parks Supervisor Jim Lynch at x 7260.
 - g. *Electrical outlets:* If you are outside, be sure that the outlets are GFI's. You will need to contact the Building Department (Gary Lindsay at ext. 7392) for inspection 1 month prior to your event.
 - h. *School or Municipal facilities:* Fill out a facility request form from Recreation (High School & Middle School have additional forms). We will forward these for you and confirm availability. For profit groups or groups not sponsored by the Township (Board of Ed or Recreation) there may be rental and custodial fees. To schedule the Senior Center – please contact Diann Brochu, Dir. of Senior & Social Services at x 7357.
 - i. *Other Facilities:* Get a letter from the owner, granting permission to hold your event. The owner may want a copy of your insurance and a hold harmless agreement. If your event needs access from other properties, you will need to get permission from

each property owner. If you need property owner information, contact Tax Assessing for the Block & Lot number and contact Christine Hansler at ext. 7224. For a large event, it is polite to notify the property owners that are near your location, especially if there are safety, parking, and traffic concerns.

- j. *Amusement rides*: You must submit a copy of their insurance to the Health Department, and copies of each ride's inspection approval by the state. The Building Department must send an inspector before the event opens to the public.
- k. *Fireworks*: Contact the Fire Marshall (x 7325) for permit application and procedures. Vendor must submit insurance information and a hold harmless agreement naming Mt. Olive Township (and your organization!), to the Health Department – Frank Wilpert at x 7330. Contact the Police Department as well – Officer Scott Van Ness for safety concerns. There are many regulations concerning fireworks. Fire & Rescue Departments will need to be contacted and be on-hand for the event.
- l. *Signs* – for signs or banners, you will need a sign permit from the Zoning Department. Contact Lauren Perkins at x 7313. If you want to string a banner between telephone poles, you will need to contact JCP&L with the location and Pole #'s, and dates, etc. You will still need a sign permit.
- m. *Raffles or 50/50's* – You will need to fill out a gambling permit 3 months before the event. Contact the Township Clerk's office – x 7291.
- n. *Completed Application* – Bring the completed form with Department approvals to the Recreation Department, x 7261. We will then bring it to the Business Administrator for final approval. We will keep a copy, you will receive the original. Please have this completed/signed form with you on event day.

3. **Marketing:**

- a. Flyers need to be approved either by the Board of Education, Superintendent's office. Contact Maureen Demeo at 973-691-4000 x 8101, or the Recreation Department. Recreation can give you a break down of the number of flyers needed for each homeroom in each elementary school and the Middle School. Flyers must be delivered to the schools by Wednesday noon, for inclusion in the Friday folders. The Recreation Department cannot make copies of your flyer for you for the schools (4000+ copies).
- b. A brief (3-4 sentences) paragraph about your event might be able to be included in the school lunch menu – Recreation submits the lunch menu items on the 15th of the month prior to the issuing of the menu.
- c. A brief (3-4 sentences) paragraph about your event might be able to be included in the seasonal Recreation Flyer, if we have the information by: Fall – August 10, Winter – Nov. 10, Spring - Feb 10, Summer - April 10.
- d. If your event has a web site, e-mail us the URL and we will set up a link to it. If you want it posted on the Mt. Olive Township web site, please e-mail us the information as either a Word document or a PDF file.
- e. Posters can be hung in the Municipal Building – contact Jim Lynch (Buildings, Grounds & Parks Supervisor) at x 7260. If you hang posters at local stores, etc. Be sure to take them down when your event is over.
- f. E-mail an article to the Chronicle several weeks prior to your event. pgarber@recordernewspapers.com. They also welcome human interest articles and photos. They can now handle digital photos.

4. Other planning considerations:
 - a. When choosing your date/time, check for other local events and holidays, consider the day of the week & target audience.
 - b. Develop a budget – fund raising goal, costs (printing, renting, etc.), grants and sponsors.
 - c. Registration – include a waiver/permission slip, cut-off date, price breaks
 - d. Personnel needs – paid staff, volunteers, uniforms. For large crowds, you may also need to request the presence of the Rescue Squad.
 - e. Contracts – rain dates, rain day payments, deposits, etc.
 - f. Weather – rain date, rain-out phone list, effect on parking, fields, tents/tarps, lightning.
 - g. Publicity – Flyers, media ads, radio public service announcements, press releases.
 - h. Traffic/parking – signs, barricades, cones, traffic flow, pedestrian safety.
 - i. Layout – pedestrian flow between restrooms, info booth, activities, food, marking areas, on-site meeting area for committee
 - j. Restrooms – location, number, source & supplies
 - k. Garbage – number of barrels, liners, dumpsters, recycling
 - l. Electricity, water sources & safety
 - m. Meals – food/water for staff, break schedule
 - n. Information sheet for volunteers – front line staff, FAQs, lost & found, lost parents
 - o. Long lines – cut off time, cut off people
 - p. Entertainment – escort from hotel, reset stage time, changing rooms, schedule
 - q. Prizes – door prizes, raffles, 50-50's are considered gambling. Prizes can be given for categories of achievement.
 - r. Photographer
 - s. Communications – radios, cell phones, extra batteries
 - t. Information board – sandwich boards, banners
 - u. Accessibility – wheelchair, keys, VIP parking, delivery instructions
 - v. Vendors – Flat fee or a %, have enough food!, competition, pricing, food handling certifications, peddler's permits, veteran's permits (Clerk's office)
 - w. Emergencies – medical tent, EMT on quad?, heat/cold considerations, fire department
 - x. Post event – follow up, evaluation, thank yous, give aways, post event publicity, surveys, cost analysis, sponsors

Special Events – Noise Restrictions:

All special events should plan on being good neighbors! Most of our parks/facilities are in residential areas. The township does have a noise ordinance which needs to be adhered to.

Be a good neighbor – when using a sound system (music, PA, radio, etc.), keep the sound levels low, so that the noise does not extend beyond the boundaries of the activity area. Special events have a specified planning procedure and must abide by the restrictions of the noise ordinance, unless a waiver is obtained through Township Council.

Decibel levels are measured at the property line of the residential property. According to Table 1 in Section 11, the maximum dB level is to be 65 from 7am – 10pm, and 50dB after 10pm. Decibel charts indicate that average radio or street noise is 70dB, conversational speech at 1 foot away is 60dB, and average office noise is 50dB.

Included here are pertinent sections of the ordinance. The document in its entirety can be viewed on-line at www.mountolivetownship.com.

Township of Mt. Olive Administrative Code Chapter 160, NOISE

[HISTORY: Adopted by the Mayor and Council of the Township of Mount Olive as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Alarm systems -- See Ch. 76.

Dogs and other animals -- See Ch. 106.

ARTICLE I, Hours of Operation for Industrial Activities [Adopted 2-12-1985 by Ord. No. 2-85 (Ch. 62B of 1973 Code)]

§ 160-1. Hours restricted; specific prohibitions. [Amended 8-19-1997 by Ord. No. 23-97]

No person, firm, corporation or employee or agent of any person shall undertake any activity prior to 7:00 a.m. and subsequent to 6:00 p.m., prevailing time, Monday through Friday, and prior to 8:00 a.m. and subsequent to 6:00 p.m. on Saturday, which shall generate any sound beyond the boundary of the premises on which the activity occurs. Activities specifically prohibited, but not by way of limitation, are general construction, soil removal, quarrying, trucking, lumbering, etc.

§ 160-2. Conduct in excess of nine hours; Sundays.

No activity which shall generate sound beyond the boundary of the premises on which the activity occurs shall be conducted for a period in excess of nine gross hours per day, and it shall not be conducted on Sundays.

§ 160-6. Waivers. [Added 2-13-1990 by Ord. No. 3-1990]

The Township Council of the Township of Mount Olive shall have the authority to waive the time limitations established by this Article. Waivers to the time restrictions and limitations within the Article shall be permitted by the Township Council where, in the opinion of the Township Council, the granting of waivers is in the best interest and furthers the interests of the township and said waivers may be granted without unnecessarily or unduly interfering with the lifestyles of residents immediately affected by the activities in question or other interests of the township.

ARTICLE II, **General Provisions** [Adopted 9-26-1989 as Ord. No. 23-89]

§ 160-8. Definitions.

As used in this Article, the following terms shall have the meanings indicated:

NOISE DISTURBANCE -- Any sound that endangers the safety or health of any person or disturbs a reasonable person of normal sensitivities or endangers personal or real property.

PERSON -- Any individual, corporation, company, association, society, firm, partnership, joint-stock company, the state or any political subdivision, agency or instrumentality of the state.

PUBLIC RIGHT-OF-WAY -- Any street, avenue, boulevard, road, highway, sidewalk or alley that is leased, owned or controlled by a governmental entity.

PUBLIC SPACE -- Any real property or structures thereon that are owned, leased or controlled by a governmental entity.

REAL PROPERTY LINE -- Either the imaginary line, including its vertical extension, that separates one parcel of real property from another or the vertical and horizontal boundaries of a dwelling unit that is one in multi-dwelling-unit building.

RESIDENTIAL AREA -- A group of residential properties and the abutting public rights-of-way and public spaces.

§ 160-11. Maximum permissible sound levels; Table I.

A. No person shall cause, suffer, allow or permit the operation of any source of sound on a particular category of property or any public space or right-of-way in such a manner as to create a sound level that exceeds the particular sound-level limits set forth in Table I **when measured at or within the real property line of the receiving property**, except as provided in Subsection B.

B. When measuring noise within a dwelling unit of a multi-dwelling-unit building, all exterior doors and windows shall be closed, and the measurement shall be taken in the center of the room.

Table I
Maximum Permissible Sound Levels by Receiving Property Category in dBA

| Sound Source Property Category | Receiving Property Category | | | | | | | |
|--|---|----------------------------|----------------------------|----------------------------|-------------|----|-------------------------------|---------------------------------|
| | Another Dwelling Multi-Dwelling-Unit | | Within a Building | | Residential | | Commer- cial. All Times | Indus- ustrial. All Times |
| | 7:00 a.m. to 10:00 p.m. | 10:00 p.m. to 7:00 a.m. | 7:00 a.m. to 10:00 p.m. | 10:00 p.m. to 7:00 a.m. | | | | |
| Any location within a multi- dwelling-unit building | 45 | 40 | 55 | 50 | 65 | 75 | | |
| Residential | -- | -- | 55 | 50 | 65 | 75 | | |
| Commercial or public spaces or rights- of-way | -- | -- | 65 | 50 | 65 | 75 | | |
| Industrial | -- | -- | 65 | 50 | 65 | 75 | | |

C. The following are exempt from the sound-level limits of Table 1:

(1) Noise from domestic power tools, lawn mowers and agricultural equipment when operated with a muffler between the hours of 8:00 a.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends and legal holidays, provided that they produce less than 85 dBA at or within any real property line of a residential property.

(2) Sound from church bells and church chimes when a part of a religious observance or service.

(3) Noise from construction activity, provided that all motorized equipment used in such activity is equipped with functioning mufflers, except as provided in § 160-12B.

(4) Noise from snowblowers, snow throwers and snowplows when operated with a muffler for the purpose of snow removal.

(5) Noise from stationary emergency signaling devices that conform to the provisions of N.J.A.C. 7:29.

(6) Noise from an exterior burglar alarm of any building or motor vehicle, provided that such burglar alarm shall terminate its operation within 15 minutes after it has been activated.

§ 160-12. Prohibited acts.

A. No person shall cause, suffer, allow or permit to be made verbally or mechanically any noise disturbance. Noncommercial public speaking and public assembly activities conducted on any public space or public right-of-way shall be exempt from the operation of this section.

B. No person shall cause, suffer, allow or permit the following acts:

(1) Sound-reproduction systems: operating, playing or permitting the operation or playing of any radio, television, phonograph or similar device that reproduces or amplifies sound in such a manner as to create a noise disturbance for any person other than the operator of the device.

(2) Loudspeakers and public-address systems: using or operating of any loudspeaker, public-address system or similar device between the hours of 10:00 p.m. and 8:00 a.m. in the following day such that the sound there from creates a noise disturbance across a residential real property line.

§ 160-13. Exceptions.

A. The provisions of this Article shall not apply to:

(1) The emission of sound for the purpose of alerting persons to the existence of an emergency, except as provided in § 160-11C(5) or (6);

(2) The emission of sound in the performance of emergency work; or

(3) The emission of sound in situations within the jurisdiction of the Federal Occupational Safety and Health Act.

B. Noise from municipally sponsored or approved celebrations or events shall be exempt from the provisions of this Article.



Township of Mt. Olive

Health Department Event Planning Form

EVENT NAME: _____ DATE: _____

Time of Event: _____

Location of Event: _____

Vendor Info:

Company Name: _____

Contact Person: _____

Address: _____

Phone # _____

Alternate Phone # _____

Type of Unit: Tent ____ Cart ____ Tables ____ Other (please specify) _____

Water Source: On Site ____ Bottled ____

Please specify location obtained from: _____

Ice Obtained from: _____

Power Source: _____

----- Please list all equipment including fryers, grills, etc.:

Product Selling:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Date and Place Food Purchased:

Base of Operation: _____

(Provide copy of license & most recent complete food inspection)

How is product being stored before and during the event?

Where is product being stored? _____

Hand washing Facilities (water, wipes, sanitizer, etc.) Please specify:

How are utensils and equipment being cleaned and sanitized:

Toilet Facilities:

Portable Toilets _____ On-site Facility _____ Other _____

Quantity: _____ Quantity of Handicapped Accessible : _____

Serviced By: _____

Trash receptacles – quantity/frequency of pick-up: _____:

*** *Please note that all water holding tanks **MUST** be empty upon arrival at site-tanks may be filled at an approved location within Mount Olive Township.*

*** A COPY OF CERTIFICATE OF INSURANCE FROM VENDOR NAMING TOWNSHIP OF MT. OLIVE AS ADDITIONAL INSURED ***MUST*** BE SUBMITTED WITH APPLICATION. ***

Contacted fire marshal _____

All vendors must be individually listed.

***All forms must be submitted a minimum of two weeks prior to the event.**

Date form Completed _____

Please complete and return this form to:
Mt. Olive Health Dept., Frank Wilpert
P.O. Box 450 Budd Lake, NJ 07828
Questions? 973-691-0900 x 7330

ZONING PERMIT APPLICATION

Zoning Permit # _____

TOWNSHIP OF MOUNT OLIVE DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

Obtaining a Zoning Permit is the first step in securing a building permit or a certificate of occupancy.

Instructions:

This application MUST be complete prior to its review by the Zoning Officer. **A current survey of the parcel(s) in question with the proposed project drawn to scale must accompany this application.** Failure to submit a complete application will hold up processing. The zoning officer is available to answer your questions regarding this application. Please print clearly in ink or type. **THERE IS A FEE OF TWENTY-FIVE DOLLARS (\$25.00) PER PERMIT FOR SINGLE-FAMILY DWELLINGS AND FIFTEEN DOLLARS (\$15.00) FOR NON-RESIDENTIAL PAYABLE AT TIME OF SUBMISSION.**
NOTE: APPLICATIONS FOR CONSTRUCTION OF SINGLE-FAMILY DWELLINGS MUST BE SUBMITTED WITH A TREE REMOVAL PLAN IN ACCORDANCE WITH SECTION 400-75 OF THE LAND USE ORDINANCE.

Not Applicable

Ownership Information

Record Owner of the parcel(s) in question:

Name: _____ Block: _____
Address: _____ Unit: _____
Phone #: _____ Property Location: _____ Zone: _____

Not Applicable

Applicant Information

Name: _____
Address: _____
Phone #: _____

No fees for Mt. Olive special events.

Relationship to the property owner: _____

Project Description

Describe in as much detail as possible what change to or with the property you are proposing. If any type of structure is proposed, include the length, width, height and foundation material. If you are proposing to erect, attach, or replace a sign, draw its dimensions including color and the method of illumination. Explain any change to the use of any existing structure or property.

Organization: _____ – request for temporary sign permit.

Date range: _____ (Not to exceed 14 days)

List of locations for signs attached _____

Signs will be removed after program ends. _____

Special Event Name: _____

Print name of person filing application _____
Date _____

Signature of Owner _____

FOR OFFICE USE ONLY

TAXES PAID TO DATE: YES NO
SEWER ALLOCATION YES NO