



**GLOUCESTER CITY COUNCIL**  
**Planning & Development Committee**  
Wednesday, March 4, 2015 – **5:30 p.m.**  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
*(Items May be taken out of order at the discretion of the Committee)*

1. *SCP2014-012: Thatcher Road #78, Map 179, Lot 44, GZO 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units and Sec. 5.7.1 Major Projects (Cont'd from 2/19/15)*
2. *Special Events Application re: request from St. Peter's Fiesta Committee to hold St. Peter's Fiesta June 24, 2015 through June 28, 2015*

**COMMITTEE**  
**Councilor Greg Verga, Chair**  
**Councilor Paul Lundberg, Vice Chair**  
**Councilor Steven LeBlanc**

CC: Mayor Theken  
Jim Destino  
Linda T. Lowe  
Tom Daniel  
Gregg Cademartori  
Fire Chief Eric Smith

**The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.**

November 10, 2014

14 NOV 12 PM 3:13  
CITY CLERK  
GLOUCESTER, MA

City of Gloucester City Council  
c/o Linda T. Lowe, City Clerk  
City Hall – Nine Dale Avenue  
Gloucester, MA 01930

**RE: 78 THATCHER ROAD, LLC – MULTI-FAMILY PERMIT APPLICATION**

Dear Councilors:

This office represents 78 Thatcher Road, LLC, the owner entity of 78 Thatcher Road (the “Site”). As you may recall, the Site is currently home to the now-closed Olivia’s By-the-Sea restaurant, and was previously home to Amelia’s restaurant.

In May of this year, the City Council approved a request from my client to rezone the Site from EB (Extensive Business) to R-10 (Medium / High Density Residential) to enable my client to seek the necessary permits to construct a residential building on the Site. After several months of work, a final design was completed. In September, my client petitioned the Zoning Board of Appeals to grant dimensional variances and a special permit for building height and was granted the requested relief.

The last permitting step in this process is a multi-family special permit from the City Council. However, due to the fact that another multi-family permit has been recently issued on an abutting piece of property (known as the “Brierneck Crossing at Gloucester”), the Major Project standards have been triggered. Please note, however, that this project is in no way connected to Brierneck Crossing and, if not for Brierneck Crossing’s recent permit acquisition, would not trigger the Major Project standards on its own.

The proposed building will house six condominium units, which will each contain between 2,150 and 2,450 square feet of gross floor area. Each unit will contain two bedrooms, at least two bathrooms, and will have at least two deeded parking spaces. Due to the fact that the Site sits in a flood plain, the first level cannot be used for habitable space and has been instead reserved for use as garages. The second and third level will both contain three single-level units located and laid out almost identically on both levels.

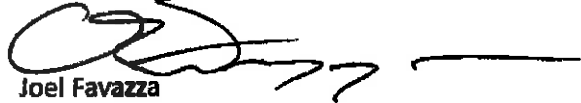
The building will take advantage of the views from the Site with several decks while providing privacy both to the units within the building as well as the neighbors. The placement of the building on the Site and the configuration of the rooms and decks for each unit have been designed to make sure that there is no overcrowding or obstructing of the neighboring properties.

The landscape design has been tailored to fit the natural features of the nearby beach and salt marsh. What is now comprised mostly of flat lawn and paved parking lot will be transformed to undulating grassy swales that will not only add aesthetic value to the Site but also contribute to storm water management.

The entire team behind this project has remained connected with the neighborhood by hosting neighborhood meetings at the Site through each step of this process. We anticipate holding the third neighborhood meeting on November 22, 2014, to go over the plans submitted herewith. So far, meeting attendance has been impressive and we hope that the support shown by the neighborhood thus far continues as we make our way through the multi-family permitting process.

I look forward to discussing this project further at an upcoming P&D subcommittee meeting and, hopefully, at the full City Council not too long thereafter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joel Favazza', with a long horizontal line extending to the right.

Joel Favazza

JF/fea

CITY CLERK  
GLOUCESTER, MA  
14 NOV 12 PM 3:07



CITY OF GLOUCESTER  
GLOUCESTER, MASSACHUSETTS - 01930

City of Gloucester  
Special Council Permit - Application

*January 16, 2015*

(Public hearing to be held no later than above date)

In conformance with the requirements of the Zoning Ordinance of the City of Gloucester, the undersigned hereby applies for a Special Council Permit (CC or CCS) in accordance with Section 1.8.3 of the Ordinance and other Sections as listed below:

Type of Permit (Give specific section of Zoning Ordinance) Special Permit to build a 6-unit multi-family building pursuant to § 2.3.1.7 & Major Project pursuant to § 5.7.1

Applicant's Name: 78 Thatcher Road, LLC

Owner's Name \_\_\_\_\_  
(if different from applicant)

Location 78 Thatcher Road Map # 179 Lot # 44  
(Street Address)

Zoning Classification: R-10

- Attached is a list of owners (with complete addresses) of land directly opposite on any public or private street or way, direct abutters, and abutters to the abutters of land within three hundred (300) feet of the property line, as they appear on the most recent City of Gloucester Assessor's Maps and Tax list.
- Attached is a listing of criteria set forth in Section 1.8.3 of the Zoning Ordinance, including any supportive material or comments the applicant may wish to include (i.e. ZBA decisions, Order of Conditions, ect.) if necessary.
- Attached are the necessary plans as set forth in Section of 1.5.3 of the Zoning Ordinance, which at a minimum consist of an accurate plot plan (to scale) showing existing and/or proposed building or structures.

**City of Gloucester - Action**

Fee: \$ 1000 / 000.00

City Clerk (received): 11/12/14

City Council (received): 11/18/14

Public Hearing (ordered) \_\_\_\_\_

Public Hearing (opened) \_\_\_\_\_

Public Hearing (closed) \_\_\_\_\_

Final Decision \_\_\_\_\_

Disposition \_\_\_\_\_

(Approved, Denied, Approved w/conditions)

**Applicant:**

Name (Signature) \_\_\_\_\_  
78 Thatcher Road, LLC  
by John P. Fiaherly, Manager

Address \_\_\_\_\_  
c/o Seaside Legal Solutions, P.C.,  
PO Box 1172, Gloucester, MA 01931

Telephone \_\_\_\_\_  
978-627-4500

Certified for completeness: \_\_\_\_\_

Building Inspector: BN Date: 11/12/14

Planning Director: MC Date: 11/12/14



CITY OF GLOUCESTER  
GLOUCESTER, MASSACHUSETTS - 01930

City of Gloucester  
Special Council Permit - Application

(Public hearing to be held no later than above date)

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**City of Gloucester - Action**

Fee: \_\_\_\_\_

City Clerk (received): \_\_\_\_\_

City Council (received): \_\_\_\_\_

Public Hearing (ordered) \_\_\_\_\_

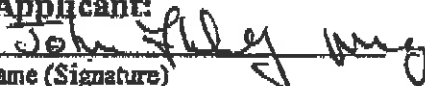
Public Hearing (opened) \_\_\_\_\_

Public Hearing (closed) \_\_\_\_\_

Final Decision \_\_\_\_\_

Disposition \_\_\_\_\_

(Approved, Denied, Approved w/conditions)

**Applicant:**  
  
 Name (Signature)  
 78 Thatcher Road, LLC  
 by John P. Flaherty, Manager

---

Address  
 c/o Seaside Legal Solutions, P.C.,  
 PO Box 1172, Gloucester, MA 01931

---

Telephone  
 978-627-4500

Certified for completeness:  
Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Director: \_\_\_\_\_ Date: \_\_\_\_\_

Section 1.8.3 (Use additional sheets, if necessary)

1. Social, Economic, or community needs served by the proposal :

The proposed six-unit multi-family building would replace the current restaurant use on the site, which would bring the site into uniformity with the residential character of the neighborhood, increase the tax revenue generated by the property, and transform the appearance of the site into a more attractive and aesthetically pleasing piece of property.

2. Traffic flow and safety:

The existing site has two curb cuts, which are not being altered, to keep familiarity of traffic flow on and around the site. However, the intensity of vehicular traffic is expected to decrease substantially from the amount of traffic generated by patrons of the former restaurants on site to that of six two-bedroom dwelling units. The site has more than sufficient parking and will not require any "backing out" onto the abutting roadways.

3. Adequacy of utilities and other public services :

The site sits among a developed residential neighborhood and the existing restaurant is already connected to public utilities, which will be relocated to the proposed building. There will be upgrades to the on-site stormwater drainage, which is expected to lower the volume of runoff entering the City's storm drain system. The site is readily accessible by emergency vehicles from either Thatcher Road or Witham Street.

4. Neighborhood character and social structure :

The neighborhood is residential in nature and zoned R-10. The proposed building adheres to the density limits set in the Zoning Ordinance and is a more appropriate use of the site than the existing restaurant.

5. Qualities of the natural environment :

Currently, the property contains large areas of impervious surfaces and some basic landscaping. The proposed site plan will increase the amount of pervious surfaces, use more natural-looking building materials, and add more green space and vegetation to the site than currently exists. There will be a net benefit to the qualities of the natural environment found at the site.

6. Potential fiscal impact :

The improvement of the site and addition of six dwelling units is likely to increase the value of the surrounding properties as well as the site itself.

The applicant is advised that City staff is available to assist the applicant in preparing the application, including the Inspector of Buildings and City Planner.

Application for Special Permit

The undersigned applicant hereby applies for a special permit under M.G.L. Ch. 40A, 9 as follows.

1. Applicant (includes equitable owner or purchaser on a purchase and sales agreement):

Name: 78 Thatcher Road, LLC

Address: c/o Seaside Legal Solutions, PO Box 1172, Gloucester, MA 01931

Tel. #: Days 978-627-4500 Evenings \_\_\_\_\_

\_\_\_\_\_ Check here if you are the purchaser on a purchase and sales agreement.

2. Owner, if other than applicant:

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

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

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_

3. Property:

Street address: 78 Thatcher Road

Assessor's map: 179 Lot 44

Registry of deeds where deed, plan, or both records:

Southern Essex District Registry of Deeds

Deed recording: ~~Book~~ ~~Page~~ Certificate No. 85495

Plan recording: Plan # \_\_\_\_\_

Property is location in the R-10 zoning district.

4. Nature of relief requested:

Special permit pursuant to ~~XXXX~~Section 2.3.1.7 of the  
Zoning Ordinance/~~Bylaw~~ which authorizes the City Council to permit  
a 6-unit multi-family building  
+ Major Project pursuant to § 5.7.1

Detailed explanation of request:

The owner is seeking to demolish the existing commercial building and parking lot in order to build a  
six-unit multi-family condominium building with associated parking and accessory features such as a  
plunge pool and decorative landscaping. The proposed building meets all multi-family requirements  
for the R-10 district except for height and setbacks, for which relief has been granted previously by  
the ZBA. Please also see attachments submitted herewith for additional information.

5. Evidence to support grant of special permit:

Because of reasons set forth below, the special permit requested will be in harmony with the intent  
and purpose of the Zoning Ordinance/~~Bylaw~~:

The property was recently rezoned R-10 to fit in better with the residential neighborhood in which it is  
located. This project aims to construct appropriate residential use on the newly rezoned site. The  
proposed six units are within the density limits prescribed by the Zoning Ordinance and the few non-  
conformities in design have already been examined and given the necessary relief by the Zoning  
Board of Appeals. Please also see attachments submitted herewith for additional information.



Because of reasons set forth below, the special permit requested will meet the additional requirements of the Zoning Ordinance ~~by law~~ as follows:

The building has already received the necessary dimensional variances and height special permit from the Zoning Board of Appeals (see recorded decision attached hereto). Otherwise, the proposed building meets or exceeds all requirements of the Zoning Ordinance.

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If someone other than owner or equitable owner (purchaser on a purchase and sales agreement) is the Applicant or will represent the Applicant, owner or equitable owner must designate such representative below.

Name of Representative: Joel Favazza

Address of Representative: Seaside Legal Solutions, PO Box 1172, Gloucester, MA 01931

Tel. #: Days 978-627-4500 Evenings \_\_\_\_\_

Relationship of representative to owner or equitable owner:

Attorney

I hereby authorize Joel Favazza to represent my interests before the Special Permit Granting Authority with respect to this Special Permit Application.

(Signed by owner/equitable owner) \_\_\_\_\_

78 Thatcher Road, LLC  
by John P. Flaherty, Manager

Because of reasons set forth below, the special permit requested will meet the additional requirements of the Zoning Ordinance ~~by DCA~~ as follows:

The building has already received the necessary dimensional variances and height special permit from the Zoning Board of Appeals (see recorded decision attached hereto). Otherwise, the proposed building meets or exceeds all requirements of the Zoning Ordinance.

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Address of Representative: Seaside Legal Solutions, PO Box 1172, Gloucester, MA 01931


Tel. #: Days 978-627-4500 Evenings \_\_\_\_\_

Relationship of representative to owner or equitable owner:

Attorney

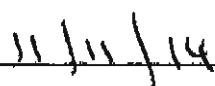
I hereby authorize Joel Favazza to represent my interests before the Special Permit Granting Authority with respect to this Special Permit Application.

(Signed by owner/equitable owner)

  
78 Thatcher Road, LLC  
by John P. Fiherty, Manager

I hereby certify under the pains and penalties of perjury that the information contained in this Application is true and complete.

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner, if other than Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Equitable Owner Who is filing Application to satisfy condition of Purchase and Sales Agreement

\_\_\_\_\_  
Date

**Major Project Standards:**

In addition to meeting the multi-family requirements (partially by way of relief granted by the ZBA), the proposed project also meets the Major Project standards set forth in the Zoning Ordinance. The project has access from both an arterial and a collector street, parking areas are screened from public ways, lighting avoids glare on adjoining properties, egress does not require backing onto any public way, and the topographical changes are not major in scope but will have significant positive impact on the site and will add additional green space to the site.

The following pictures illustrate the premises in relation to the adjoining structures (of which there are only two) and to natural features.

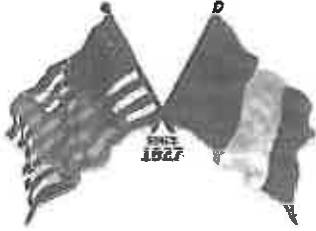
**SCP2014-013  
Thatcher Road #78**

**Special Council Permit to build a 6-unit multi-family building  
Pursuant to GZO Sec. 2.3.1.7 and Sec. 5.7 Major Project**

**To view a complete application, please go to:**

**<http://gloucester-ma.gov/ArchiveCenter/ViewFile/Item/4061>**

**or during business hours in the City Clerk's Office,  
City Hall, 9 Dale Avenue**



# ST. PETER'S FIESTA, INC.

P.O. Box 3105  
GLOUCESTER, MA 01930

Office of the City Clerk  
Gloucester City Council  
City Hall / 9 Dale Avenue  
Gloucester, MA 01930

January 8, 2015

CITY CLERK  
GLOUCESTER, MA  
15 FEB 12 AM 11:11

Dear City Council Members:

The 88th St. Peter's Fiesta annual event will be held at St. Peter's Park, Gloucester, Massachusetts, beginning on Wednesday evening, June 24, and continuing on Thursday, June 25, Friday, June 26, Saturday, June 27, and Sunday, June 28, 2013.

Therefore, the St. Peter's Fiesta Committee is hereby requesting the Gloucester City Council to confirm the use and control of St. Peter's Park on Rogers Street, the streets and sidewalks of Rogers Street, from Mansfield Way to the entrance of Commercial Street, including Dock area behind the Doyon's property, Commercial Street up to Fort Square, to include use of the Birdseye Property, if it is made available by owner; and from the intersection of Main and Washington Streets to St. Peter's Park; and, on Friday, June 26, Saturday, June 27 and Sunday, June 28, on only the water side of Stacey Boulevard from The Tavern, to the Fishermen's Memorial and the Ciaramitaro/Gemellaro Playground at Fort Square; for the purpose of conducting the St. Peter's Fiesta on the days and dates mentioned above.

For reasons of safety and consideration for the residents thereon, the St. Peter's Fiesta Committee requests that vendors not be allowed on the right-hand side of Commercial Street nor on the streets and sidewalks from Tally's to the Chamber of Commerce.

In addition, the Committee requests that all peddlers, canvassers and solicitors and others who encroach upon or occupy in any way these areas without the express consent of the St. Peter's Fiesta Committee, are to be considered trespassers and to be in violation of Gloucester City Ordinance, Chapter 14, Section 14-6; Trespass.

The St. Peter's Fiesta Committee is again pleased to schedule a special Wednesday evening concert performance at St. Peter's Park on June 26, 2013.

Thank you for your support for the St. Peter's Fiesta.  
Please contact me with any questions at 978 282-2872 or 978-283-4367. We look forward to your prompt reply in order to continue efforts for the 2013 Fiesta.

Sincerely,

Joseph Novello, President  
St. Peter's Fiesta

**CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT**

**NAME OF EVENT:** St Peters Fiesta **DATE OF EVENT:** 6/24-6/28/2015

**Special Events**

Permitting is required for most types of special events. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and is granted a "special event" permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant must complete a Special Events Application form in advance (as provided in the application) which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility, pedestrian and fire access, dimensions of stages & tents; type of equipment or generators & the placement of any vendors and any portable toilet facilities (Site plan/map must be 8-1/2 x11 inches and be legible – capable of copy reproduction);
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list all rides & games;
- If this is the "first year" of your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals;
- Certificate of Insurance listing City as the insured (Certificate Holder).

After the Applicant presents the application to the Special Events Advisory Committee, and if the Committee determines City Council approval is necessary, the applicant is to submit the completed permit form (download at: [gloucester-ma.gov](http://gloucester-ma.gov) or available in City Clerk's office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations, \$50.00 for for-profit organizations, at the City Clerk's office. At that time, an appointment for a review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk, in order to begin the approval process. **All first time applicants must file completed application and finalized at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Linda T. Lowe, City Clerk  
Gloucester City Hall, 9 Dale Avenue  
Gloucester, MA 01930  
PHONE: 978-281-9720  
EMAIL: [llowe@gloucester-ma.gov](mailto:llowe@gloucester-ma.gov)

Hours of Service:  
Monday through Wednesday: 8:30 a.m.-4:00 p.m.  
Thursday: 8:30 a.m. to 6:30 p.m.  
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 2/12/15 Initial: LTL Copy to Applicant: Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Fee Paid: \$ 25 Date: 1/16/15 Initial: LTL

REVISED: August 2014

15 FEB 12 AM 11:12  
CITY CLERK  
GLOUCESTER, MA

**CITY OF GLOUCESTER SPECIAL EVENT APPLICATION**

**SPECIAL EVENTS**

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event St Peters Fiesta

1. Date: 6/24-6/28 2015 Time: from \_\_\_\_\_ to \_\_\_\_\_

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location: St. Peter's Park at St. Peter's Square

3. Description of Property & Name of Owner: Public Parking Lot  
Public  Private \_\_\_\_\_

4. Name of Organizer: St. Peter's Fiesta Committee City Sponsored Event Yes \_\_\_ No \_\_\_

Contact Person: Joseph Novello, President

Address: 24 Burnham Street, Gloucester Telephone: 978 283-4367 978 282-2872

E-Mail Joseph\_Novello@amat.com Cell Phone: 978

Day of Event Contact & Cell Phone: \_\_\_\_\_

Official Web Site: www.StPetersFiesta

5. Are street closures required: \_\_\_ Yes \_\_\_ No

6. Number of Attendees Expected: hundreds Number of Participants Expected \_\_\_\_\_

7. Is the Event Being Advertised? Yes ? Where? Media

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes \_\_\_ No  List all fees if yes.

8. What Age Group is the Event Targeted to? All ages

9. Have You Notified Neighborhood Groups or Abutters? Yes  No \_\_\_\_\_, Who? \_\_\_\_\_  
Attach a copy of the notification to the abutters to this application.

10. For Profit Organization: \_\_\_ Non-Profit Organization:  Who will benefit financially from this event?

Continuation of the St. Peter's Fiesta event benefits the ethnic values observed, the City of Gloucester, visitors, & added revenue for businesses.

**Activities:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food  Beverages  Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total No. of Vendors\* \_\_\_\_\_

(\*Local or State license required) Fiesta Shows handles vendor permits

B. Entertainment: (Subject to City's Noise Ordinance) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_

Performers  Dancing  Amplified Sound  Stage Altar

C. Games/Rides: Adult Rides  Kiddie Rides  Games  Raffle (requires City permit)

Other: \_\_\_\_\_ Total No. \_\_\_\_\_

Name of Carnival Operator (requires permit and inspection of rides): Mr. Gene Dean; Fiesta Shows

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

Telephone: 978 375-2542

D. Tents: \_\_\_ Yes \_\_\_ No. If yes, how many \_\_\_\_\_ What are the tent sizes: \_\_\_\_\_

E. Clean Up: No. of additional trash receptacles required \_\_\_\_\_ No. of additional recycling receptacles required \_\_\_\_\_

(To be provided by and removed by applicant at their expense.) Fiesta handles rubbish requirements

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No. : 20 standard No. : 2 ADA accessible



**FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY**

PARADE  ROAD RACE  WALK-A-THON

1. Name, land line & cell phone number of contact person on the ground Day of Event:

St. Peter's Fleata sponsors a Religious Procession.

Cape Ann YMCA sponsors the Road Race

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

Road race organizer, for the Cape Ann YMCA, is Barbara Berry, Race Director

and is responsible for the cleanup 978 283-0470

3. Locations of Water Stops (if any): \_\_\_\_\_

4. Will Detours for Motor Vehicles be required? \_\_\_\_\_ If so, where and what length of time:

4A. Are street closures required?  yes (This is determined by the Police Department)

5. Parade Formation Location & Time for Participants: Commercial Street - 12:00 noontime

6. Dismissal Location & Time for Participants: St. Peter's Square approximately at 2:30 pm

7. Additional Parade Information:

• Number of Floats: 1 - 4 religious theme floats

• Location of Viewing Stations: N/A

• Are Weapons Being Carried (If "Yes", Police approval may be required): Yes:  No:

• Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes:  No:

8. Name and Address of Insurer: \_\_\_\_\_

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

**CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):**

**NAME OF EVENT:** St Peters Fiesta **DATE OF EVENT:** \_\_\_\_\_

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE:** Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

**Approvals Required:** Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

<u>Initials of Dept. Head/Designee</u>	<u>Notes by Department Head or Designee</u>
<u>2/5/15</u>	1. Special Events Advisory Committee <u>LTL</u>
	2. Planning & Development Committee _____
<u>g-5-15</u>	3. Gloucester Police Department <u>A/c Jake Watson</u> Is Police Detail Required? <u>Yes</u> No. of Details <u>Alot</u> Traffic, Parking & Transportation _____ Street Closure: _____
<u>2-5-15</u>	4. Health Department <u>Rosabe Nicastro</u> ✓
<u>BT</u>	5. Building Inspector <u>oh required inspection</u>
<u>ME</u>	6. Electrical Inspector <u>oh required inspection</u>
	7. Department of Public Works: _____ Use of City Property: Yes/No Location if yes: <u>St Peters Lot</u> Permits: _____
<u>TA</u>	8. Gloucester Fire Department _____ Is a Fire Detail Required? _____ No. of Details _____ EMS <input checked="" type="checkbox"/> Use of Propane: <input checked="" type="checkbox"/> (Attach EMS Memo)
	9. Licensing Commission (includes vendors) (Through City Clerk): _____
<input checked="" type="checkbox"/>	10. Licensing Board (Alcohol): _____
	11. Harbormaster: <u>CK JC</u>
	12. Other: <u>Tourism</u> <u>OK</u>

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.

Joseph Novella  
Signature of Applicant

Jan. 20, 20 15

**RESPONSIBILITIES OF APPLICANT**

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
10. The City of Gloucester reserves the right to deny the application at any time.

*I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
*Jan. 26, 2015*