



**TOWN OF LITTLETON, NH**  
Parks & Recreation  
125 Main Street  
Littleton, NH 03561

Phone: 603-444-3996 ex. 1013  
Fax: 603-444-1703  
Email: [cleverone@townoflittleton.org](mailto:cleverone@townoflittleton.org)  
Web: [www.townoflittleton.org](http://www.townoflittleton.org)

**Request for Approval of a Special Event**

A planned public social occasion which will utilize municipal property or a municipal roadway involving 50 participants or more.

*Instructions to Applicant:* It is the responsibility of the applicant to complete this application form as thoroughly as possible in order to enable the town staff 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: Town of Littleton-Parks and Recreation Department:

**Categorize the Special Event:**

Concert                      Craft Show/Festival                      Race-Walks (5K)  
Parades                      Motor Vehicle Rally                      Sidewalk 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of Town Property where event will be held:**

Municipal Streets and or Parking Lots (Name): \_\_\_\_\_

Remich Park\_\_\_\_                      Brickyard\_\_\_\_                      Riverwalk: \_\_\_\_\_                      Apthorp Commons\_\_\_\_

Riverfront Commons: \_\_\_\_\_ Norton Pike\_\_\_\_\_

Proposed Date(s) and Times of the Special Event. (Per the Board of Selectmen, no event can go past 9 pm without permission): \_\_\_\_\_

Describe the Attendance Expected at the Special Event: (Note: The Town of Littleton 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 Town of Littleton. Estimates are required for each day for a multi-day special event.)

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Submit the proposed parking plan being proposed for the above described special event: (Note: A plan or sketch, acceptable to the Town of Littleton Police Department, 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 Town of Littleton, must be submitted with this application.)  Not Applicable.

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Submit the proposed traffic control plan to be maintained by the applicant during the above described special event acceptable to the Littleton Police Department:  Not Applicable.

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Submit the proposed sanitary waste services to be maintained during the above described special event for approval by the Littleton Health Officer, LFD and DPW:  Not Applicable.

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Submit the proposed water supply services to be maintained during the above described special event for approval by the Littleton Health Officer, LFD and DPW:  Not Applicable.

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Submit the proposed public health solid waste services plan to be maintained during the above described special event for approval by the Town of Littleton Health Officer, LFD and DPW (Per Federal, State and Town Regulations in effect):  Not Applicable.

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Describe the proposed vending activities to be conducted during the above described special event: (Note: A plan or sketch, acceptable to the Town of Littleton, must be submitted with this completed application form. All Vendors, Hawkers and Peddlers must have State and TOL License (per TOL Hawkers and

Peddlers Ordinance.) Vendor Vehicles and food must have Health Officer and Fire Department Review.  
 Not Applicable.

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Describe the proposed police details to be provided by Littleton 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 Town of Littleton, must be submitted with this completed application form.)  Not Applicable.

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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 Town of Littleton, 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.

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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 Town of Littleton must be submitted with this completed application form.)  Not Applicable.

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Submit plan and or describe proposal to Littleton Fire and EMS to determine if their presence is need at the event.  Not Applicable.

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Describe any other pertinent information that the Town of Littleton may want to know about the Special Event  Not Applicable.

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

Yes  No

Applicant (Name Typed or Printed): \_\_\_\_\_



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**Town of Littleton Guidelines for Abutters List**

The Town of Littleton requires notification to abutters who:

- Directly abut the property; AND
- Are within 100 feet; INCLUDING
- Those abutters separated from the property by a public or private road or body of water

*Instructions to Applicant:* It is the responsibility of the applicant to prepare this list as completely as possible in order to enable the town staff to promptly review and approve in accordance with the Special Event Application.

Date: \_\_\_\_\_

**List of Abutters**

Name of Abutter	Mailing Address of Abutter	Map	Lot

Name of Abutter	Mailing Address of Abutter	Map	Lot
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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: \_\_\_\_: Parks & Recreation Dept

Initials: \_\_\_\_: Public Works Dept

Initials: \_\_\_\_: Police Dept

Initials: \_\_\_\_: Fire Dept

Initials: \_\_\_\_: Opera House/Cultural Arts Dept

Initials: \_\_\_\_: Health Officer

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Town Manager and or Board of Selectmen

\_\_\_\_\_  
Date