

BOROUGH OF OCEANPORT

Monmouth County, New Jersey

SPECIAL EVENT PERMIT APPLICATION

Event Name: _____	Event Date(s): _____
Event Type: _____	
Event Location: _____	
Event Start Time: _____	Event End Time: _____

Organization Name: _____	
Contact Name: _____	Contact Phone #: _____
Billing Contact: _____	Billing Phone #: _____
Billing Address: _____	Billing Fax #: _____

Number of Roads to be utilized: _____	Number of officers requested: _____
<p>Applicants must return this application to the Borough Clerk's Office, after which it will be forwarded to the Oceanport Police Department Traffic Safety Bureau for review. Once received, the event contact person will be contacted to meet or speak with the Traffic Safety Officer to discuss what will be required, prior to approval of the event.</p> <p>NOTE: A map of the area, course or event may be required by Oceanport Police Department Traffic Safety Officer.</p> <p>The number of officers required will be determined by the Oceanport Police Department based upon the type of event and the roadways affected.</p> <p>Application fees listed at the end of this form do not include the fees required for traffic/security control officers as required by the Oceanport Police Department. Any traffic/security control fees required shall be submitted into escrow prior to the event date. An escrow sheet will be provided with the estimated cost for traffic/security control. If, during the course of the event, additional traffic control and or security is required, the event billing contact shall be required to submit the additional fees without delay. Any unused fees will be returned to the event billing contact.</p>	

APPLICABLE BOROUGH CODES:

§ 326-1: Road closure or traffic control; permit required.

Any event requesting or requiring the closure of any road or requiring traffic control within the Borough for any amount of time shall be required to apply for a permit.

- A. Events shall include, but not be limited to: sporting events, concerts, sales, and/or any other type that would cause traffic to be increased or altered.
- B. It shall be the determination of the Oceanport Police Department Traffic Safety Bureau, hereafter referred to as Traffic Safety, whether the closure of a road, traffic controls or traffic officers are required.
- C. The number of roads closed or requiring traffic control shall be determined by Traffic Safety.
- D. The method and number of traffic control devices and/or officers shall be determined by Traffic Safety.

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§ 326-2: Request for permit.

The permit shall be requested through the Clerk's office a minimum of 30 days prior to the event.

§ 326-3: Review of permit; traffic control recommendation.

- A. Permits will be reviewed by Traffic Safety.
- B. Once reviewed by Traffic Safety, a recommendation will be made for approval or rejection.
 - (1) If approved, the permit will be forwarded to the Oceanport Mayor and Council for approval with recommendations for needed traffic control.
 - (2) If rejected by Traffic Safety, it shall be returned to the Clerk's Office with the reason for rejection and any recommendations of changes for approval.
 - (3) Traffic Safety shall also determine if traffic control will be required and to what extent.
- C. Traffic control recommendations shall include, but not be limited to:
 - (1) Cones, barricades, etc.
 - (2) Detour, road closed, traffic signs.
 - (3) Traffic control officers.
- D. All traffic control requirements are to be supplied by or paid for by the applicant.

§ 326-4: Approval or rejection; required changes; fees.

- A. The Mayor and Council will review the permit request and shall either approve, reject or require changes.
 - (1) If approved, the Clerk's Office shall issue the permit, subject to the fee schedule below.[1]
[1]: See Ch. 204, Fees, § 204-11, Events requiring road closure or traffic control.
 - (2) A copy of the permit will be provided to the Police Department.
 - (3) If rejected, the Clerk's Office shall notify the applicant as to the reason.
 - (4) If changes are required, the Clerk's Office shall notify the applicant of the changes required for approval.
If the changes are met by the applicant, the Clerk shall have the authority to approve and issue the permit.
- B. At any time should any Borough official become aware that changes are made to the event plan without approval, the permit may be withdrawn.

§ 326-5: Violations and penalties.

Any person or organization that shall violate any provision of this chapter by not applying for and receiving a special event permit if so required shall be subject to a penalty as set forth in Chapter 1, § 1-15, General penalty.

§ 204-11: Events requiring road closure or traffic control.

The following is established as the fee to be paid for an event requiring road closure or traffic control on any roadways within the Borough of Oceanport:

- A. Event involving one to two roads: \$100 per day.
- B. Event involving two to five roads: \$200 per day.
- C. Event involving five to 10 roads: \$300 per day.
- D. Event involving 10 or more roads: \$500 per day.