

Temporary Outdoor Activity Permit Instructions

- Application fee: \$50.
- All applications must be signed by both the property owner and the event applicant.
- Complete all sections of the application.
- Attach to the application any plans or layouts showing how the event will be set up.
- Attach any contracts you have with vendors (garbage, security for example).
- Attach copies of any flyers or advertising that will be used to promote the event.
- Please list any websites, Facebook pages or similar promoting the event.
- If you are a nonprofit 501(c)(3) organization requesting a fee waiver, please attach a copy of your valid 501(c)(3) certificate to your application.

Applications must be submitted to the Vernon Township Division of Planning and Zoning at least 60 days prior to the event.

In all cases:

- All local laws, ordinances and permit requirements must be complied with.
- All music and loud noise must end at 11:00 p.m.
- All fires or open burns require a permit.
- Most temporary structures, stages or tents require a permit.
- Usage of a diesel generator requires a permit.
- Providing alcoholic beverages requires a licensed vendor or appropriate state social affair permit.
- All food vendors must obtain approval from the Sussex County Department of Environmental and Public Health Services and a license from Vernon Township. Please call 973.764.4055, ext. 2240 for more information.

Your permit is not considered approved until you receive a copy that includes signatures from all listed departments.

Activities Requiring a Temporary Outdoor Activity Permit

Pursuant to municipal code, a temporary outdoor activity permit is required for many organized outdoor activities. The following is a partial list of events which would require a temporary outdoor activity permit.

- Concerts, carnivals, circuses, festivals, fairs, craft fairs and similar events
- Flea markets, auctions, roadside sales, car shows and similar events
- Outdoor meetings, tent sales, business events, organized picnics and similar events
- Professional golf/tennis tournaments, horse shows, rodeos and similar activities
- Tent sales or off-premise promotional sales events for permanent retail stores and similar events
- Political marches, meetings, gatherings and similar events
- Charity or non-profit fundraisers or drives to be held on public or private property
- Organized group special events (pep rallies, outdoor dances, parties or weddings)
- Organized marches, walks, runs, races and similar events
- Fireworks displays
- Parades or requests for road closures
- Any event which will include the use of event tents, temporary structures
- Any event during which generators or propane will be used
- Any event during which a fire pit and/or open burn will take place
- Any event for which private security has been hired or will be on site
- Any event which will have food preparation or food vendors on site
- Any event requiring traffic control
- Any event which inflatable rides, slides or bounce houses, or similar items will be in use
- Any event for which tickets are for sale or attendees must pay to attend (including donations)



Vernon Township
 Division of Planning and Zoning
 21 Church Street • Vernon, NJ 07462
 Tel: 973.764.4055, ext. 2279 • Fax: 973.764.9528
 www.vernontwp.com

Temporary Outdoor Activity Permit Application

Fee: \$50.00

All permit requests must be submitted no less than Date: 60 days prior to the event.

Name of Event	New Event Previously Held (in Vernon)	
Type of Event		
Location of Event	Block #	Lot #

EVENT PROPERTY INFORMATION						
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Type of Property this Event Will Take Place On:	Private	Municipal	Board of Ed	County	State	Federal
Name of Property Owner					Telephone Number	
Physical Address						
Mailing Address						
Contact Person's Name						
Contact Person's Cell Phone Number			Contact Person's E-Mail Address			
Signature					<i>If the event is being held on private property, a signature of the property owner is required.</i>	

APPLICANT'S INFORMATION <i>(if not being run by the property owner)</i>	
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Name/Company	Telephone Number
Address	
Contact Person's Name	
Contact Person's Cell Phone Number	Contact Person's E-Mail Address
Signature	Nonprofit 501(c)(3) Organization YES NO

**Temporary Outdoor Activity
Permit Application**

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EVENT INFORMATION				
Event start date		Event end date		Daily hours
Event description				
Parking (check all that apply) <div style="display: flex; justify-content: space-around;"> All parking is on-site Some parking is off-site Attendees may need to cross a roadway </div>				
Are tickets being sold online? YES NO		Website or Facebook page for event		
Maximum # of attendees daily (exact number, not a range)		Anticipated # of attendees daily	Medical facilities on-site? YES NO	# of parking spaces available
# of toilet facilities available		Is access to permanent bathroom facilities available on-site? YES NO		
# of garbage receptacles	# of garbage dumpsters	# of recycling receptacles	# of recycling dumpsters	Waste hauler name
Will alcoholic beverages be permitted on-site? NO or BYOB NJ Social Affair Permit Licensed Vendor Licensed vendor name:				
Please check all that apply to this event				
Food preparation on site		Participants may stay overnight		Fire pits or open burning
Food vendors on site		Diesel generator in use on-site		Traffic control required
Music or PA system		Private security company on-site		Stage(s) built on-site
Temporary structures or tents		Temporary signage		Any propane usage
Parking is off-site				
Have you previously held this or a similar event? YES NO If so please list the date, time and location:				
Have you attached plans or an event layout to this application? YES NO				

FOR OFFICIAL USE ONLY				
Date submitted		Fee paid		Cash or check #

Health Dept. Conditions		Signature	Date
Building Dept. Conditions		Signature	Date
Police Dept. Conditions		Signature	Date
Fire Safety Dept. Conditions		Signature	Date
Recreation Dept. Conditions		Signature	Date
DPW Conditions		Signature	Date
Township Clerk Conditions		Signature	Date