

Procedure to obtain a Special Use Permit &
Temporary Events Permit

Parks & Recreation Department: 393-2100 ext. 127
Dawn Kelly Brinton, Director

Please contact of the Parks and Recreation Department to receive an application for a Special Use Permit. With the application you will receive a packet of forms which will include a Temporary Permit Information Sheet, Facility / Field Application Form and related information. In addition to the appropriate, completed, applications, this process requires a site plan of the areas to be utilized.

Fees must be paid prior to issuance of a Temporary Event Permit.

Only after all forms have been completed in their entirety will a Permit be issued.

The specific event you're applying for may need to be reviewed by the Quinnipiack Valley Health District. Call QVHD at 248-4528 for details.

If the attendance at such events is proposed to be greater than 200 people, EMS personnel are recommended.

If the attendance at such events is proposed to be greater than 500 people, a Special Exception is required from the Planning & Zoning Commission. The P & Z Commission meetings are held the first Wednesday of every month.