



Town of Lakeville

346 Bedford Street
Lakeville, MA 02347

Revised: Sept 20, 2021

Public Way License Application

Must be Submitted No Less Than 60 Days Before Event

This license application is for parties who wish to use public ways for private events. All license applications shall be subject to review and approval by the Select Board in its sole discretion.

Public Way License Fee: \$500. Fee is reduced to \$250 for nonprofit organizations providing proof of legal status. Check and application can be mailed to the address above, to the attention of the DPW.

Additional charges for Police details and EMS coverage may apply. All requesting organizations must provide a map of the impacted streets and evidence of insurance.

Section 1 - Request Summary/Contact Info.

| | | | | | |
|------------------------|------------------|--------------------|---------------------|------------------------|--|
| Organization/Applicant | | Event/Project Name | | Event/Project Location | |
| Primary Contact | | Phone # | Email | | |
| Application Date | Date(s) of Event | Time(s) of Event | Applicant Signature | | |

Section 2 - Description of Request

Please use this space to describe your request. Include an overview of anticipated activities and specific requirements (EMS coverage, Police detail, road maintenance, etc.) Attach additional pages and information as needed.

Section 3 - Reviews (Date of Approval)

| | | | | | | | |
|--------|----------------------|-----------|---------|---------------|-----------------|------------------|---------------------------------------------------|
| 1. DPW | 2. Inspectional Svcs | 3. Police | 4. Fire | 5. Town Admin | 6. Select Board | Board/Commission | 7. DOT Approval Required <input type="checkbox"/> |
|--------|----------------------|-----------|---------|---------------|-----------------|------------------|---------------------------------------------------|

Section 4 - Process/Comments

| | | |
|------------------------------|--------------------------------|---------------------|
| Evidence of Insurance (Date) | Payment Received (Amount/Date) | Additional Comments |
|------------------------------|--------------------------------|---------------------|

Section 5 - Fee Estimates

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|--------------------|
| Base License Fee: |
| Police Detail: |
| Fire/EMS Coverage: |
| Other (Describe): |
| Total Estimate: |

| |
|-------------------------|
| Other Fees Description: |
|-------------------------|



Town of Lakeville

Public Way License Instructions

General: The Public Way License application provides an orderly process for the consideration and approval of the use of public rights of way for special events within the Town of Lakeville. Such events often require coordination between several departments and involve the utilization of municipal resources. This process is designed to ensure transparency regarding the scope of the event and the Town resources required to ensure it occurs in a successful manner. A license shall be granted upon review and approval by the Select Board allowing for the specified limited use of the public right of way for the indicated event.

Applicants must submit a complete application to the Department of Public Works no less than 60 days prior to the planned event. Mail to: 346 Bedford Street, Lakeville, MA 02347 - Attn: DPW

Sections 1 & 2:

Applicants are encouraged to provide as much as information as possible regarding the date(s), timing and anticipated support requirements for the event. Descriptive information, flyers and any additional background which helps to describe the scale of the event is welcome. Applications should also include a map of the impacted streets for reference.

Section 3:

The application review process ensures that all departments are aware of the event and prepared to provide the necessary support. Final Town approval will be provided by the Select Board during a business meeting. Events impacting State roads will also require approval by the Massachusetts Department of Transportation (MassDOT). The applicant shall be required to obtain and provide evidence for such approval prior to the issuance of a license by the Town.

Section 4:

Applicants must provide evidence of insurance coverage sufficient to indemnify the applicant from potential liability.

Section 5:

The base fee for the Right of Way permit is \$500 and will be reduced to \$250 for charitable organizations providing proof of status. Additional fees could be incurred if a Police detail or onsite EMS coverage are required, as determined by the relevant departments and the Select Board. Nonprofit entities requesting a full waiver of the base fee must submit a letter to the Town Administrator. Full waivers will be considered by the Select Board on an individual basis.