

# **CITY OF NORTH WILDWOOD**

## **NOTICE OF PROPOSED AGENDA OF COUNCIL MEETING**

**NOVEMBER 8, 2023 AT 5:00 PM**

**This is a proposed agenda which is subject to change by Mayor and Council without further notice.**

**ROLL CALL.....FLAG SALUTE.....MOMENT OF SILENCE.**

### **COMMUNICATIONS:**

*Receive & File:*

NEW JERSEY DEP, RE: CAFRA Permit Application, NW Beachfront Access Improvements  
MUNICIPAL EXCESS LIABILITY JIF, RE: MELJIF 2022/2023 Annual Report

*Approve & File:*

SPECIAL EVENT, RE: Christmas Bonfire on the Beach, November 24  
SPECIAL EVENT, RE: Jaycees Christmas Parade, December 1

### **ORDINANCES:**

Ord. 1922 (1<sup>st</sup> Reading) – Capital Improvement Ordinance

### **RESOLUTIONS:**

1. Refund for Overpayment of Real Estate Taxes
2. Cancelling Amounts on Sewer Accounts (Sewer Committee)
3. Issuance of Amusement Game Licenses (Pohlman)
4. Authorizing Emergency Repairs to Public Works Dept. Buildings

**VOUCHER LIST/FINANCE:** Authorizing payment of all approved vouchers

**COUNCIL:**

**PUBLIC:**

**ADJOURNMENT:**

**Next Regular Meeting: Tuesday, November 21, 2023 @ 10:00 a.m.**

### Service Information

**Service ID:** 1628533

**Service Type:** Apply for a Land Use Authorization or Permit - Land Use Authorization or Permit

**Service Name/PI Name:** NORTH WILDWOOD OCEANFRONT 2ND TO 25TH AVES.

**Service Comments:** The applicant is requesting authorization for legalization of oceanfront public access and emergency access linear development and public amenities, and legalization of EA authorized/required activities to address dune grading and sand reserves management.

**Created On:** 10/19/2023

### Project Description

Do you know what permit you are applying for? **Yes**

Is this permit/authorization application filed as a follow-up to an Emergency Authorization issued by the Division of Land Resource Protection? **Yes**

Please list the NJDEP File No. issued on the Emergency Authorization letter. (file no. format must be ####-##-####.#): **0507-03-0009.6**

Is the proposed project for linear development? **Yes**

Enter the length of the proposed linear project (0.01 - 999.99): **0.32 Miles - 1690 Feet**

Is this application for aquaculture, dredging, or an offshore energy project, and is located exclusively in one of the following waterbodies? **No**

Arthur Kill River  
Atlantic Ocean  
Delaware Bay  
Delaware River including Logan Twp (Gloucester County) and points south  
Hudson River  
Kill Van Kull River  
Raritan Bay  
Sandy Hook Bay  
Upper New York Bay

### Project Description:

Briefly describe the proposed activities to be conducted within areas regulated by the Division of Land Use Regulation (DLUR).

**The applicant is requesting authorization for legalization of oceanfront public access and emergency access linear development and public amenities,**

and legalization of EA authorized/required activities to address dune grading and sand reserves management.

Have any Land Use permits been issued for this site?

Yes

Please list all File Numbers:

File #
0507-20-0001.2
0507-03-0009.3
0507-03-0009.2

Is the proposed project located in the Meadowlands District, the Highlands, or the Pinelands?

No

### Site Information

**Location Address:** No Location address provided.

**Location Description:** North Wildwood Oceanfront 2nd to 25th Avenues

**County:** Cape May

**Municipality:** North Wildwood City

**Coordinates:**

Primary Start/End	X Coordinate	Y Coordinate
Start	408307	58863

**Block and Lot:**

Block	Lot	County	Municipality
289.03	1	Cape May	North Wildwood City
291.01	1	Cape May	North Wildwood City
315.02	1	Cape May	North Wildwood City
316.02	1	Cape May	North Wildwood City
317.02	1	Cape May	North Wildwood City
317.02	2	Cape May	North Wildwood City
317.03	4	Cape May	North Wildwood City
317.03	5	Cape May	North Wildwood City

### Permit Scope - General

Is the applicant or co-applicant a public entity?

Yes

Identify the type of public entity. (If this is a co-application, select all entity types that apply.):

Municipal

### Stormwater

Does this application include a waiver from strict compliance from Stormwater as per N.J.A.C. 7:8-5.2(e)?

No

Does the entire proposed project meet the definition of a "major development" pursuant to the Stormwater

Yes

Management rules at N.J.A.C. 7:8-1.2?

Is this application solely for a freshwater wetlands general permit? **No**

**Stormwater Exemption Questions**

Is the proposed project for the construction of an underground utility line and will all disturbed areas be revegetated upon completion of the project? **No**

Is the proposed project for the construction of an aboveground utility line and are the existing conditions maintained to the maximum extent practicable? **No**

Is the proposed project for the construction of a public pedestrian access, such as a sidewalk or trail made of permeable material, with a maximum width of 14 feet? **Yes**

Are there any other components associated with the proposed project (i.e. compressor station, parking area(s), permanent access road(s), etc.? **No**

Please provide the name of the report and the relevant page number(s) containing the information required to demonstrate that the exemption criteria have been met for the proposed project.

Name of Report	Page #(s) in Report
Environmental Assessment and Compliance with the Rules on Coastal Zone Mgmt	46

**Permit Type Selection**

Are you applying for a Coastal Permit? **Yes**

Are you applying for a Flood Hazard Permit and/or Verification? **No**

Are you applying for a Freshwater Wetlands Permit? **Yes**

**Permit Details - General**

Is the applicant the sole owner of all properties, including easements and rights-of-way, where the project is proposed? **No**

Have ALL owners of each property, including easements and rights-of-way, where the project is proposed signed a Property Owner Certification Form consenting to the construction of the project on their property? **No**

**Gas Pipeline:**

Does the proposed project include the construction of a gas pipeline? **No**

**Watershed Management Area:**

Enter the Watershed information for all watershed area(s) where the proposed project is located:

Watershed Management Area	Watershed	Sub-Watershed	Name	Class	Type
Cape May Watersheds	Atlantic Coast(34th St to Cape May Pt)	Atlantic Coast (Hereford to Cape May In)	Atlantic Ocean	SC (C1) General surface/saline coastal	Ocean

#### Riparian Zone

Is the proposed project located within 300 ft. of a regulated water body? **Yes**

Is the proposed project located in a riparian zone as defined in the Flood Hazard Area Control Act Rules (N.J.A.C 7:13) or the Coastal Zone Management Rules (N.J.A.C 7:7)? **No**

#### Site Plans Requiring Elevation Measurements

Do the site plans reference the National Geodetic Vertical Datum of 1929 (NGVD29)? **No**

What is the conversion factor from NAVD88 to NGVD29 in feet? **1.3**

#### Endangered and Threatened Species Evaluations

Has an NJDEP, Office of Natural Lands Management, Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a landscape map report, been obtained for the proposed project? **Yes**

Provide the page #(s) of the report that documents the required evaluation of the proposed project with respect to endangered and threatened species:

Name of Report	Page #(s) In Report
Environmental Assessment and Compliance with the Rules on Coastal Zone Mgmt	35

#### Mitigation

Does the proposed project require mitigation? **Yes**

#### Conservation Restrictions

Is any portion of the site subject to an existing conservation restriction? **No**

#### **Permit Scope - Coastal**

Select all Permit Types that apply:

Permit Type	Fee (before fee cap applied)
Individual Permit-CAFRA Commercial/Industrial/Public	\$480,000

For work proposed under the CAFRA or WFD Commercial/Industrial/Public application, what is the square footage of the site? **6955486 Sq. Ft. - 160 Acres**

Coastal Group Fee Description	Fee
All CAFRA Individual Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$30,000
All Waterfront Development (WFD) Landward Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$0
All Waterfront Development (WFD) Waterward MHWL Permits (not SFH/Duplex) (Fee cap, \$30,000)	\$0

#### Permit Details - Coastal

##### All Coastal Applications (Both IPs and GPs)

Does the proposed project site contain any areas of mapped coastal wetlands? **No**

Are you proposing activities below the mean high water line (MHWL) or in areas formerly flowed by the tide? **No**

##### All CAFRA IP/GP and Waterfront Development GP Applications

All CAFRA Individual and General Permit applications require the submission of a Section 10 analysis demonstrating how the project meets the requirements of Section 10 of the Coastal Area Facility Review Act (CAFRA), N.J.S.A. 13:19.

Provide the page #'s of the report that documents the Section 10 Analysis. NOTE: If a Section 10 Analysis is not required for the proposed project, please add N/A in the fields below.

Name of Report	Page #(s) in Report
Environmental Assessment and Compliance with the Rules on Coastal Zone Mgmt	50

Is the proposed project subject to compliance with the impervious and vegetative cover requirements referenced in the Coastal Zone Management Rules at N.J.A.C. 7:7? **No**

#### Permit Scope - Freshwater

Select all Permit Types that apply (Transition Area Waiver (TAW) types will be listed in a separate table):

Permit Type	Fee			
GP17A Multiple-Use Paths	\$1,000			
Are there any Transition Area Waiver (TAW) types included in this application? Yes				
Transition Area Waiver (TAW) Type	Disturbance Area (Sq. Ft.)	Disturbance Area (Acres)	Disturbance Area for Fee Calculation (Acres)	TAW Fee
TAW - Special Activity Linear Development	6338	0.146	1	\$1,100

#### Permit Details - Freshwater

##### All FWW Applications

Has the NJDEP issued a line delineation LOI (pursuant to N.J.A.C. 7:7A-3.3) or a line verification LOI (pursuant to N.J.A.C. 7:7A-3.4) for the subject property that is currently valid? **No**

##### All GP and IP Regulated Disturbances

##### GP17A Multiple-Use Paths

For the specified permit, will the proposed activity involve any temporary regulated disturbances? **No**

For the specified permit, will the proposed activity involve any permanent regulated disturbances? **Yes**

Enter the total square footage of filled wetlands, transition areas, and State Open Waters for this permit. Only Filled wetlands/transition areas/State Open Waters equate to a permanent disturbance.

Permanent Disturbance Type	Sq. Ft.	Acres
Wetlands	0	0
Transition Area	3472	0.08
State Open Water	0	0

##### All GP-Specific Information

##### Transition Area Waiver Types

### Special Activity TAW for Linear Development

Provide the name of the report and the relevant page number(s) containing the alternative analysis pursuant to N.J.A.C.7:7A-8.3(e). The analysis shall address all alternatives, including the no-build alternative, explaining why each alternative was rejected.

Name of Report	Page #(s) in Report
FWW GP17A and TAW for Linear Development Compliance Statement	23

### **FWW Permit Summary**

The following table tallies the disturbances and linear footages entered in response to questions in this service as well as the total acreage disturbed for previously approved permits based on data that resides in the Department's NJ Environmental Management System (NJEMS). Be advised that the total below may not contain all previous approvals that are maintained in the Department's legacy databases or in our existing database due to administrative error or incomplete information. The total amount of acreage disturbed from previous approvals will be confirmed by NJDEP staff upon review.

Permit Type	Allowable Limit Permanent Disturbance (acres)	Mitigation Trigger Limit (acres)	Allowable Linear Limit (feet)	Total Linear Feet	Total Temporary Disturbance (acres)	Total Permanent Disturbance (acres)
GP17A Multiple-Use Paths	.25				0	0.080
<b>Proposed Total for all Applicable GPs:</b> (Note: this totals the last column for all blue highlighted rows)						0.08
<b>GP Grand Total:</b> Subject to Allowable Disturbance Limits						0.08

### **Contacts**

**Name:** Nicholas Long  
**Title:** City Administrator  
**Contact Type:** Applicant  
**Organization Name:** North Wildwood City  
**Organization Type:** Municipal  
**E-Mail:** nlong@northwildwood.com  
**Phone:** (609) 522-6464 (Work Phone Number)  
**Contact Address:** 901 Atlantic Avenue  
North Wildwood City (Cape May), New Jersey 08260




**Name:** Nicholas Long  
**Title:** City Administrator  
**Contact Type:** Property Owner  
**Organization Name:** North Wildwood City  
**Organization Type:** Municipal  
**E-Mail:** nlong@northwildwood.com  
**Phone:** (609) 522-6464 (Work Phone Number)  
**Contact Address:** 901 Atlantic Avenue  
North Wildwood City (Cape May), New Jersey 08260

**Name:** Scott Jett  
**Title:** City Clerk/Registrar  
**Contact Type:** Municipal Clerk  
**Organization Name:** North Wildwood City  
**Organization Type:** Municipal  
**E-Mail:** sjett@northwildwood.com  
**Phone:** (609) 522-2030 (Work Phone Number)  
**Contact Address:** 901 Atlantic Avenue  
North Wildwood City (Cape May), New Jersey 08260

**Name:** Rita Rothberg  
**Title:** County Clerk  
**Contact Type:** County Clerk  
**Organization Name:** Cape May County  
**Organization Type:** County  
**E-Mail:** coclerk@co.cape-may.nj.us  
**Phone:** (609) 465-1010 (Work Phone Number)  
**Contact Address:** 7 N Main Street  
P.O. Box 5000  
Cape May Court House (Cape May), New Jersey 08210

**Name:** Peter Lomax  
**Title:** President  
**Contact Type:** Agent  
**Organization Name:** The Lomax Consulting Group  
**Organization Type:** LLC  
**E-Mail:** plomax@lomaxconsulting.com  
**Phone:** (609) 465-6700 (Work Phone Number)  
**Contact Address:** PO Box 9  
1435 Route 9 North  
Cape May Court House, New Jersey 08210



## Uploaded Attachments

Attachment Type	Attachment Description	File Name
Environmental Report with Site Location Maps Site Plans Color Photos and Photo Location Map Public Notice Form Property Owners Certification Form Engineering Report Natural Heritage Program Letter Voucher	Environmental Report with Site Location Maps Site Plans Color Photos and Photo Location Map Public Notice Form Property Owners Certification Form Engineering Report Natural Heritage Program Letter Voucher	CAFRA IP-arp.pdf 44693 NWW EA Permit Plan Signed10-23-2023-Sheet 1d-sign.pdf CAFRA ATTACHMENT 4 Site Photographs.pdf CAFRA ATTACHMENT 5 Proof of Public Notice.pdf CAFRA ATTACHMENT 6 Property Owners Certification.pdf CAFRA ATTACHMENT 7 Engineers SWM Letter.pdf CAFRA ATTACHMENT 8 NHP Report.pdf PO 23-02324 NJDEP CAFRA Permit Fee - NW Public Safety Dune Maint and Sant Mitigation.pdf FWW GP17A & TAW -arp.pdf FWW ATTACHMENT 2 Site Photographs.pdf
Environmental Report with Site Location Maps Color Photos and Photo Location Map Site Plans Site Plans Site Plans Site Plans Site Plans Engineering Report Engineering Report	Environmental Report with Site Location Maps Color Photos and Photo Location Map Site Plans Site Plans Site Plans Site Plans Site Plans Engineering Report Engineering Report	44693 NWW EA Permit Plan Signed10-23-2023-Sheet 2d-sign.pdf 44693 NWW EA Permit Plan Signed10-23-2023-Sheet 3 d-sign.pdf 44693 NWW EA Permit Plan Signed10-23-2023-Sheet 4d-sign.pdf 44693 NWW EA Permit Plan Signed10-23-2023-Sheet 5d-sign.pdf 46006 Proposed Dune Between 15th and 16th Revised 10-23-23d-sign.pdf CAFRA ATTACHMENT 9 Engineers Traffic Letter.pdf CAFRA ATTACHMENT 3 Cost Estimate for Dune Mitigation.pdf

## Certification

**Certifier:** Peter Lomax  
**Certifier ID:** PLOMAX75  
**Challenge/Response Question:** What is your mother's maiden name?  
**Challenge/Response Answer:** \*\*\*\*\*  
**Certification PIN:** \*\*\*\*\*  
**Date/Time of Certification:** 10/25/2023 15:14

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Peter Lomax 10/25/2023  
**General** **Date**

## Fee Summary

Service ID: 1628533  
 Service Type: Apply for a Land Use Authorization or Permit  
 Created Date: 10/19/2023

Coastal

All CAFRA Individual Permits (not SFH/Duplex)	Fee (before fee cap applied)
Individual Permit-CAFRA Commercial/Industrial/Public	\$480,000
<b>All CAFRA Individual Permits (not SFH/Duplex) Total: (fee cap, 30000)</b>	<b>\$30,000</b>

**Total Coastal Fees: \$30,000**

#### Freshwater Wetlands

Freshwater Wetlands - Permit/Fee Type	Fee
GP17A Multiple-Use Paths	\$1,000
TAW - Special Activity Linear Development	\$1,100

**Total Freshwater Wetlands Fees: \$2,100**

**Total Fees: \$32,100**

#### Payment Information

**Total Payment Amount:** \$32,100.00  
**Payment Date:** 10/25/2023  
**Payment Method:** Pay by Voucher



## **Municipal Excess Liability Joint Insurance Fund**

9 Campus Drive – Suite 216  
Parsippany, NJ 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

To: Clerk/Administrator  
Municipal Excess Liability Joint Insurance Fund

From: David N. Grubb  
MEL Executive Director

Date: September 2023

Re: MEL Annual Report

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Enclosed please find copies of the 2022/2023 Municipal Excess Liability Joint Insurance Fund Annual Report. Please keep a copy for yourself and distribute the remaining reports to your municipal governing body members and/or authority members.

The MEL/JIF system continues to be a leader in providing excess coverage at reasonable rates and is valued for its ability to deliver effective safety education and accident prevention programs. Since its founding in 1987, the MEL/JIF system has saved New Jersey taxpayers more than \$3.8 billion (including \$2.2 billion generated in safety savings).

The enclosed report helps illustrate our efforts and accomplishments for the past 38 years.

Should you have any questions or would like to request more copies of this report, please contact our office at 201-881-7632.

cc: Fund Commissioners  
Risk Management Consultants

REPORT AVAILABLE  
IN OFFICE OF THE  
CITY CLERK



# City of North Wildwood Special Event Application Form

Name of Event: Family Holiday Beach Bonfire

Date of Event 11/24/23 Fr

Date of Application: 10/6/23 11-1-23

Type of Event (check one)

- ☐ Parade / Procession      ☐ Festival ☐ 1Day ☐ multi-day      ☐ Block Party      ☒ Bonfire  
☐ Craft Show ☐ 1Day ☐ multi-day      ☐ Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race  
☐ Ceremony / Celebration / Demonstration      ☐ Polar Plunge / Water Event      ☐ Car Show  
☐ Film / Photography      ☐ Stage Request Only      ☐ Other: \_\_\_\_\_

The City of North Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Recreation & Tourism Department. **This application must be fully completed, signed, and forwarded to the Recreation & Tourism Department 90 days in advance of the event date unless waived by the Mayor and/or governing body.**

(City Code 382-23) A "special event" is an event sponsored by an organization who desires to use portion of the public streets or other public property, or avail itself of public facilities. Such event must be sponsored by a corporation (nonprofit or for profit), authorized to do business in the State of New Jersey, a nonprofit civic association, a charitable association, a religious association or any other association of persons. Special events shall include, by way of example and not by way of limitation, such events as parades, festivals, craft fairs, art shows, athletic contests, running races, bicycle races, fund raising events and similar events of which may include entertainment.

(City Code 382-24) There shall be an application fee charged to each organization, excluding municipal operations, operating a special event in the sum of **\$25.00 for non-profit and \$50.00 for for-profit** entities.

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

## SECTION 1 – ORGANIZATION INFORMATION

- 1) Name of Organization: North Wildwood Volunteer Fire Company No. 1
- 2) Address of Organization: 1409 Central Ave, North Wildwood, NJ 08260
- 3) Purpose of Organization: Civic/Non Profit
- 4) How many members are in your organization: \_\_\_\_\_
- 5) Is your organization tax exempt: (please circle) **YES** NO Is this a non-profit event YES NO
- 6) NJ Registered Charitable Organization#: \_\_\_\_\_ Tax ID#: 22-2391233

## SECTION 1 – ORGANIZATION INFORMATION CONT

### 1) Organizer Contact Information:

Name of Event Chairperson / Organizer	
Bob Davis	
Title	Cell Phone
President	(609) 780-3312
Address / City / State / Zip	
1409 Central Ave, North Wildwood, NJ 08260	
Email	

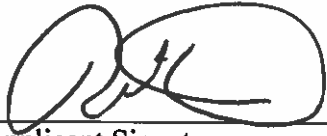
Name of Event Chairperson / Organizer	
Title	Cell Phone
Address / City / State / Zip	
Email	

## SECTION 2 – APPLICATION AUTHORIZATION

I, Bob Davis, the undersigned state that I am the duly  
Name of Applicant

authorized representative of the North Wildwood Volunteer Fire Company No. 1  
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

  
Applicant Signature

10/6/2023  
Date

### SECTION 3 – EVENT INFORMATION

1) Official Name of Event: Family Holiday Beach Bonfire

2) Location of Event (please list city venue requirements by day/date): 2nd & Surf Avenues

3) Describe Event Activities: Photo's with Santa and other holiday characters.

4) Will the event be held for the sole purpose of advertising any product, goods, or event: YES ☒ NO

5) If yes, describe in detail: \_\_\_\_\_

6) Will alcohol be served or sold by event organizers or others: YES ☒ NO

A) Do you have a ABC/Social Affairs Permit: YES NO

B) Are you requesting approval for open display of alcohol: YES NO

C) Designated Hours for open display of alcohol: \_\_\_\_\_

D) Designated Location of open display of alcohol: \_\_\_\_\_

E) Other Conditions: \_\_\_\_\_

**If alcohol is being sold at the event, the organizer is responsible to identify patrons of legal age to consume alcohol and provide the patron with a wristband after identification was properly checked.**

8) Rain Date or Delayed Starting Time: Saturday, 11/25/23

9) Schedule Details: (Include a copy of program schedule/timeline/description of events)

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day
Day of the Week (SU,M,TU,W,TH,F,SA)	F			
Date (MM/DD/YY)	11/24/23			
Set-Up (00:00AM/PM)	4:00pm			
Event Starts (00:00 AM/PM)	5:00pm			
Event Ends (00:00 AM/PM)	9:00pm			
Clean-Up (00:00 AM/PM)	9:00pm - 11:00pm			

### SECTION 3 – EVENT INFORMATION CONTINUE

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10) Will the event require site to remain in place overnight, or will the site be broken down each night (partially or completely) Explain: Not an overnight event

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11) Describe how you plan to provide security for the event: Organization Members

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a) Private Security Company (name/address/contact person/phone): \_\_\_\_\_

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12) If an event management company is contracted to handle the event, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Portion/s of event that the company is responsible for: \_\_\_\_\_

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### **ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN**

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

### SECTION 4 – INSURANCE REQUIREMENTS

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1) Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_

Events are required to provide the City of North Wildwood with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City of North Wildwood as an **"Additionally Insured."**

**A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.**



## **CERTIFICATE OF INSURANCE**

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Evidence of financial responsibility from event chairperson, organization and others with whom the City of North Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Director of Tourism and Special Events, City Administrator or City of North Wildwood Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

### **I. INDIVIDUALS**

- A. General Liability Limit \$100,000  
Evidence that the individual has personal liability insurance in force is required to use any City of North Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

### **II. NON-PROFIT/CHARITABLE GROUPS**

- A. General Liability Limit \$300,000  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

### **III. COMMERCIAL (FOR PROFIT) GROUPS**

- A. Commercial General Liability Limit \$1,000,000  
Combine Single Limit of Liability for Bodily Injury and Property Damage.  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

## HOLD HARMLESS

NAME OF ORGANIZATION/USER

15<sup>th</sup> St. Vol Fire Co

will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of North Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of North Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named Facilities / Equipment, including all suits or actions of every kind or description brought against the **City of North Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the FACILITY(IES) / EQUIPMENT, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described FACILITY (IES) / EQUIPMENT prior to the use of the FACILITY (IES) / EQUIPMENT and report any defective, hazardous or dangerous conditions found at the FACILITY (IES) / EQUIPMENT to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-2955 or (609) 522-4646, and **USER** shall immediately cease the use of the FACILITY (IES) / EQUIPMENT until such defective, hazardous or dangerous conditions are remedied. After the use of the FACILITY(IES) / EQUIPMENT, **USER** shall immediately report to the **City of North Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the FACILITY(IES) / EQUIPMENT.

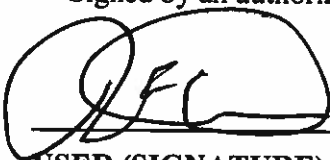
### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the FACILITY(IES) / EQUIPMENT, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

Where indicated, the **USER** shall be required to name the **City of North Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of North Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of North Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of North Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of North Wildwood** as an "Additional Insured" for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **City of North Wildwood** on this 1 day of November, 2023.



USER (SIGNATURE)

Bob Davis

USER (PRINT NAME)



CITY REPRESENTATIVE

Steve Wilkey

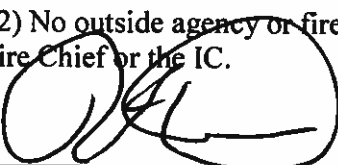
CITY REPRESENTATIVE (PRINT)

## BONFIRE EVENT

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### *North Wildwood Fire Department Bonfire Permit Requirements:*

- 1) All requests must be reviewed by the Fire Prevention Office and then approved by the Fire Chief prior to issuing a permit. All approved bonfires are the sole responsibility of the fire department.
- 2) Bonfires may be cancelled or postponed when emergency fire department response activity has occurred on the same date of the scheduled event, which would preclude our ability to staff or supervise the event.
- 3) Bonfires will be cancelled during any period in which the State or County Fire Warden has established a ban on open burning.
- 4) The Chief will appoint a designated Incident Commander who will be the sole authority in command of the ignition and all other conditions affecting the actual fire.
- 5) Only wooden pallets (4x4) or hard wood logs such as those used for fireplaces will be used for fuel. **Larger 8x8 or double sized pallets cannot be used.** This excludes pinewood and creosote, paint or oil impregnated wood. The height of stacked fuel must not exceed 4' at any time. **The maximum amount of pallets to be used is 225 total pallets per bonfire.**
- 6) The location and preparation of the land to be used for the bonfire must be within a 500' of a working fire hydrant; be accessible to current fire department apparatus or vehicles, and free of brush, grass, or protected dunes in the immediate area. **The City may use an approved container for the location of the fire.**
- 7) Sufficient fire department personnel must be available and present for the duration of event including ignition and extinguishment.
- 8) The hosting agency must provide a liaison person to coordinate the event schedule and conditions with the Incident Commander. The liaison shall remain present and accessible to the IC for the duration of the event. The hosting agency may designate the individuals as needed so long as the information pertaining to the event is consistent.
- 9) The IC shall have any person or persons removed that act in an unsafe manner or that otherwise creates a hazard to their safety of civilian attendees or that interferes with the operation or authority of the fire department.
- 10) The fire department is responsible for the complete extinguishment of the fire. Upon the termination of the event, the event-hosting agency shall announce the termination of the event and begin disassembly of all personnel prior to beginning the extinguishment of the fire.
- 11) The Fire Chief or IC shall order immediate extinguishment of the fire at any time weather conditions, continuous disruption by attendees, unsafe acts, or circumstances that require the full mobilization of the fire department for an emergency situation.
- 12) No outside agency or fire department will be called or considered for operation without the consent of the Fire Chief or the IC.



Chairperson / Organizer / Designee Signature

11-1-22

Date

## LARGE STAGE / SMALL STAGE REQUEST

Large Stage Costs:    ☐ Stage 20' x 24'    ☐ Stage 24' x 24'    ☐ Stage 24' x 24' with Banner Frame

A) Street Use - \$750.00 (*Street Venues*)      Beach Use - \$1,000.00 (*Beach Venues*)

Small Stage Costs:    ☒ Reviewing Stand 8' x 14'

B) Street Use - \$250.00 (*Street Venues*)      Beach Use - \$500.00 (*Beach Venues*)

C) Lights-Electricians: There is an additional \$250 for electrical set-up

D) Call In: additional \$250 charge, if workers need to be called in to break down stage and/or secure in place due to bad weather, heavy rain, winds more than 30mph, etc.

E) Special Set-up: additional \$250 charge, if workers need to come back and set-up outside of normal working hours for the Department of Public Works.

F) Banners for banner frame must be supplied to DPW 48 hours prior to event. Organizer is responsible to collect banners following stage dismantle. Describe banners/signs in detail (*please attach a photo or layout*):

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G) Foul Weather, Heavy Rain, High Wind (*Over 30 MPH*)

This person is the sole event manager to cancel or postpone stage usage with consultation from the Director of Public Works or designee.

Coordinator: \_\_\_\_\_ Cell #: \_\_\_\_\_

**SITE PLAN SHOULD INCLUDE LOCATION, STAGE DIRECTION, ETC.**

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY	4 <sup>TH</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)	<del>Su</del> Fri			
Date (MM/DD/YY)	11/24/20			
Delivery/Removal (00:00AM/PM)	TH			
Set-Up (00:00AM/PM)	TH			
Event Starts (00:00 AM/PM)	5pm			
Event Ends (00:00 AM/PM)	9pm			
Break-Down (00:00 AM/PM)				

## PUBLIC WORKS

- 1) Are NW trash/recycling receptacles and removal requested:  
Is the event organization ordering the Dumpsters:

☒ YES  
☐ YES

☐ NO  
☒ NO

Number Requested: Trash- 6 Recycling can/bottles- 6 Dumpsters- \_\_\_\_\_

### VENDOR COORDINATOR PLEASE ATTACH A RECLYING/TRASH PLAN

- All trash from set-up to clean-up must be removed and placed in the dumpsters provided. No stockpiling of trash behind space.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tar paper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.
- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water, and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

**Improper disposal of any material (including grey water, trash, garbage, and recyclables) – will be subject to legal action for violations under Ordinance #374-19.5.**

The information above needs to be distributed by the Event Organizer to all vendors prior to and during the event on their own stationary.

Name of person responsible for distributing information to vendors: N/A

- 2) Do you request the use of any portable equipment from Public Works:  
(Please write an amount next to each requested item)

YES

☒ NO

Traffic Cones- \_\_\_\_\_ Fencing- \_\_\_\_\_ Street Barrels- \_\_\_\_\_ Eating Tables- \_\_\_\_\_

Additional Equipment Requested \_\_\_\_\_

- 3) Restrooms/Port-a-Pots: Will your event direct people to public restrooms-  
Will your event use portable toilets/trailers-  
Is the event organizer ordering toilets/trailers-  
If yes, how many will be used: \_\_\_\_\_  
Name of company: \_\_\_\_\_  
Contact Person/Cell: \_\_\_\_\_

☒ YES

NO

☒ YES

NO

☒ YES

NO

**Note: One toilet for every 500 people is requested for events lasting over 2 hours – an appropriate number of these toilets should be handicapped accessible.**

- 4) Will your event have any temporary structures, fences, or fixtures:

YES

☒ NO

Anchors, pins, spikes or other materials are strictly prohibited in asphalt, boardwalk, and/or concrete to secure objects.

If so, please describe in detail: \_\_\_\_\_

Event Organizer is required to contact the Construction office for permits. 609 522 2030 ext. 1560

The City of North Wildwood will not allow any markings and/or painting of the streets, sidewalks, boardwalks, and parking lots, except those made by approved marking devices. Call the Dept. of Public Works to arrange for an appointment with the Director of Public Works prior to the event to submit marking devices for approval. If unapproved marking devices are used, the event/organization will be charged with the cost of removing and restoring to prior to event status. In addition, this department will likely not approve this organization's future events.

Respectfully,

Doug Nordberg, Director of Public Works



## RECREATION & TOURISM DEPARTMENT

1) Do you anticipate the need for Rec/Tour Dept. staff to support your event: YES ☒ NO

If yes, how many- \_\_\_\_\_

Purpose: \_\_\_\_\_

2) Will you require the use of Recreation Dept. Facilities (Rec Center/Parks): YES ☒ NO

If yes, please describe in detail (include dates/times)- \_\_\_\_\_

3) Will you require the use of Recreation Dept. portable equipment: YES ☒ NO

(Please write an amount next to each requested item)

Bleachers- \_\_\_\_\_ Coolers- \_\_\_\_\_ Chairs (folding)- \_\_\_\_\_ Tables- \_\_\_\_\_ Chairs (ceremony)- \_\_\_\_\_

Sound System (2 or 4 speakers) w/ microphone- \_\_\_\_\_ Podium- \_\_\_\_\_ Tents- \_\_\_\_\_ Signs- \_\_\_\_\_  
circle one

Additional Equipment- \_\_\_\_\_

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

4) Does the publicity plan for this event include any of the below: ☒ YES ☐ NO

☒ Posters ☐ Website ☒ Social Media ☒ Radio ☐ TV ☐ Newspaper/Publication ☐ Other

5) List any planned Print/Radio/TV Advertising: ads to be placed 2 weeks prior

**Include copies of any direct mail/invitations/email/internet/posters/press releases/media kit being sent out**

## BUILDINGS, GROUNDS & PARKS DEPARTMENT

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1) Will any object, such as tent posts or signs be driven into the ground: YES ☐ NO ☒  
(If yes, please consult with B.G. & P. Dept. to avoid damaging the irrigation system)

2) Will the event require the closure of any park / City area to the general public: YES ☐ NO ☒

If yes, please describe in detail: \_\_\_\_\_

3) Will the boardwalk be used to secure any items (tents, signs or any other type of structure): YES ☐ NO ☒

If yes, please describe in detail: \_\_\_\_\_

4) Will you have any vehicles on the boardwalk (Weight limit of 5000 lbs.): YES ☐ NO ☒  
(Vehicles are restricted to the Tram Path only)

If yes, please describe in detail: \_\_\_\_\_

5) Will your event have any electrical needs: YES NO  
(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

Will you have any sound / lighting equipment: YES NO

Will you be using a lighting or sound contractor: YES NO

Contractor Information: \_\_\_\_\_

6) Overhead banners, banner flags and/or signs installed on City property

(Please request a banner specifications sheet with your application. All banners need City approval before being created and displayed.  
Organizer is responsible to collect banners following the event)

- a) Overhead Banners should be professionally made and measure 40 feet in length by 3 feet in width
- b) To get maximum display use; heavy duty grommets should be 16 inches apart and wind flaps cut and stitched in banner, should be constructed to last 2-4 weeks of display in the wind
- c) Banner Flags (10 poles) should be 5 feet in length by 30 inches wide (display should be 53" long)
- d) Welcome Area Billboard is 8 feet in length by 12 feet in width

7) Describe banners/signs in detail with proper wording (please attach a photo/layout): \_\_\_\_\_

8) Electrical service fees shall be paid by the vendor:

(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

- A) \$35 per event for ONE twenty-amp \$50 per event for ONE thirty-amp  
\$75 per event for ONE fifty-amp

B) Extra circuits will be provided only if there is a surplus of circuits after all vendors who have paid for electrical service have been provided with electrical service and thereafter will be provided on a first-requested and paid/first-provided basis.

C) Any service calls to a vendor that is necessitated by an overloaded circuit will result in the vendor being assessed an additional \$70 fee, which sum is payable in the advance of the restoration of electrical service to the vendor.

## NORTH WILDWOOD BEACH PATROL

1) What location(s) of the beach/ocean will be used and for what purpose: \_\_\_\_\_

Bonfire at 2nd & Surf Avenues, North Wildwood

2) Do you anticipate the need for NWBP staff to support your event: YES ☒ NO

If yes, how many- \_\_\_\_\_ Purpose: \_\_\_\_\_

3) Will you require the use of NWBP Facilities, Vehicles, or Equipment: YES ☒ NO

(If yes, please describe in detail; include dates and times)

	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

## CITY CLERK OFFICE

1) Number of Non-Food Vendor Spaces: \_\_\_\_\_ Number of Food Vendor Spaces: \_\_\_\_\_

(Final Vendor list must be turned in 1 week prior to event date)

(Organizer is responsible for obtaining vendor permits from Clerk's office & distributing vendor permits to vendors before inspection)

Vendor Fees	1 Day	2 Day	3 Day
First Year Fee	\$ 10.00	\$ 20.00	\$ 40.00
Second Year Fee	\$ 20.00	\$ 40.00	\$ 80.00
Third & Fourth Year Fee	\$ 50.00	\$ 100.00	\$ 150.00
Fifth & Plus Year Fee	\$ 75.00	\$ 150.00	\$ 200.00

2) Will your event require bulk special event parking passes: YES ☒ NO

**FOR 3-DAY OR MORE EVENTS ONLY**

3) If yes, how many: \_\_\_\_\_ List dates for passes: \_\_\_\_\_

**\*Minimum 250 for out of season events and 500 for in season events; \$5 per day/per vehicle**

(Must be paid for 30 days prior to date of event) (In season is Memorial Day to Labor Day of each calendar year)



## POLICE DEPARTMENT

1) Contact information of person in charge of event: Bob Davis

2) Contact information of person on-site of event: Bob Davis

3) Street or sidewalk closure(s): YES ☒ NO  
Plan approved: YES NO

4) Barricade request (*fencing/barrels/cones*) YES NO  
Plan submitted: YES NO  
Plan approved: YES NO

5) Responsible party for barricade set-up (*Federal Fencing-Atlas-Police, etc.*): \_\_\_\_\_

Contact information: \_\_\_\_\_

6) Signage requested "NO PARKING", Other (*describe below*): \_\_\_\_\_ Post Time: \_\_\_\_\_

7) Equipment stored overnight: YES ☒ NO

Location: \_\_\_\_\_ Contact Info: \_\_\_\_\_

8) Site Plan – Detour/Traffic plan submitted: YES NO  
Police Approval: YES NO

9) Police requested or required for event: YES NO Start time: \_\_\_\_\_  
(*Please write amount next to request*) Finish time: \_\_\_\_\_

Officers- \_\_\_\_\_ Traffic Posts- \_\_\_\_\_ Overnight Security- \_\_\_\_\_

10) Music: ☒ YES NO Start time: 5:00pm Finish time: 9:00pm  
Location: \_\_\_\_\_

11) Alcohol being served at event: YES ☒ NO Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
State ABC Approval: YES NO  
City Approval: YES NO

12) Staging Area: YES ☒ NO  
Plan Submitted: YES NO  
Plan Approved: YES NO

13) First-Aid/EMS on site: ☒ YES NO

14) Large Events: Command Post being utilized: YES ☒ NO

Location of Command Post: \_\_\_\_\_ Phone #: \_\_\_\_\_

List of Department representatives and contact numbers:  
(*Please put on a separate sheet*)

## FIRE & EMS DEPARTMENT

- 1) Do you anticipate the need for Fire / EMS staff to support your event: ☒ YES ☐ NO  
*Fire Chief will determine the amount of staff and/or equipment needed for your request.*  
Estimated Attendance - 1,000

2) Purpose: Lighting and supervising bonfire

- 3) Will you require the use of Fire Dept. Facilities or portable equipment: ☒ YES ☐ NO

4) If yes, please describe in detail, including dates and times: \_\_\_\_\_

- 5) Will there be a bonfire, open flame, lighting, cooking, extinguishing, or burning of any material ☒ YES ☐ NO

6) If yes, please describe in detail: See application

- 7) Permit #: \_\_\_\_\_ (Will be issued after Mayor & Council Approval)

**\*\*The number of bonfire permits are limited and based on the availability of fire personnel\*\***

a) Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

b) Type 1 Permit: PERMIT FEE - \$54.00 (non-refundable)

1) The use of any open flame or flame-producing device, in connection with any public gathering for purpose of entertainment, amusement, or recreation.

### Food Truck / Outside Cooking Requirements

#### 1. Food Truck Vendors

- a. (1) Class "K" Fire Extinguisher with Current Year Tag
- b. (1) 2a10bc Rated Fire Extinguisher with Current Year Tag
- c. Hood System equipped with Emergency Shut Off & a Current Year Tag
- d. Generators must be permanently mounted on the vehicle and shall utilize a "Self Fueling" System
- e. All vapor-producing appliances require a Hood System

#### 2. Outside Cooking Vendors

- a. All cooking appliances/grills shall have a minimum "30lbs felt" paper underneath the appliance/grill
- b. If cooking under the tent, papers must be presented upon inspection identifying the tent as being constructed of fire resistant construction
- c. (1) 2a10bc Rated Fire Extinguisher with Current Year Tag
- d. (1) Class "K" Fire Extinguisher with Current Year Tag
- e. Generators are NOT PERMITTED
- f. All portable propane tanks shall be secured in a "Milk Crate" style crate

## FIRE APPLICATION PERMIT FEE

The uniform fire code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of the process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official." [N.J.A.C. 5:70-2.7(a)]

**\*\*PRINT CLEARLY and FILL IN ALL BLANKS\*\***

Date of Application: \_\_\_\_\_ Date of Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Location of where Activity will occur: 2nd & Surf Avenues

Name of Applicant: Bob Davis

Address: 1409 Central Ave, North Wildwood, NJ 08260

Name of Organization: North Wildwood Volunteer Fire Company No. 1

Phone/Fax Number: (609) 780-3312 Emergency Number: \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration Number: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indication location: \_\_\_\_\_

And for keeping, storage, occupancy, sale, handling, or manufacture of the following: \_\_\_\_\_

(State quantities for each category to be stored, or used and the method of storage or use:) \_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Official.

  
Applicant Signature

\_\_\_\_\_  
Fire Official Signature

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

## PERMIT / APPROVAL / AUTHORIZATION

Event Name: Family Holiday Beach Bonfire

Date(s) of Event: Fri 11-24-22

Mayor & Council: \_\_\_\_\_

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

City Clerk: \_\_\_\_\_

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

Director of Tourism: \_\_\_\_\_

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

Application Fee waived:

☒ YES

☐ NO

Service Fees waived:

☐ YES

☒ NO

☐ Approved as submitted.

☐ Approved with the following conditions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Office use only:

Final Date of Approval: \_\_\_\_\_ Projected Total Costs for this event: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Cost: \_\_\_\_\_ Total City Departmental Projected Costs: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date of Preliminary Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Pre-event Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EVENT CHECKLIST

☐

N/A *land*

Application Fee Paid

☐

Certificate of Insurance listing N.W. as Additionally Insured

☐

Additional Insured Endorsement Page(s) attached

☒

SAD *11-1-22*

Hold Harmless completed & signed

☐

Detailed Site Plan defining the logistics of the event

☐

N/A

Vendor list submitted to Clerk's Office

☐

Copy of extra materials such as schedule, agenda, flyers, timeline, etc.

☒

Additional applications (State Police-BOH-NJDOT-Fire Permit-ABC-Tent Permit)

☐

N/A

Special Event Parking Passes Paid

☐

Miscellaneous

☐

Ready to be placed on the DMS

# TREASURER DEPARTMENT

## BILLING

Family Holiday Beach Bazaar  
Name of Event

Fr 11-24-20  
Date of Event

Application Fee

\$ 0.00 <sup>on hand 11-1-20</sup>

Non-Profit \$25.00

For-Profit \$50.00

Police Dept.

\$ \_\_\_\_\_

Fire Dept.

\$ \_\_\_\_\_

Public Works Dept.

\$ \_\_\_\_\_

Buildings, Grounds, Electric-Parks

\$ \_\_\_\_\_

Clerk's Office

\$ \_\_\_\_\_

Construction, Fire & Housing

\$ \_\_\_\_\_

Beach Patrol

\$ \_\_\_\_\_

Recreation & Tourism Dept.

\$ \_\_\_\_\_

Stage Rental

\$ \_\_\_\_\_

Special Event Parking Passes

\$ \_\_\_\_\_

Miscellaneous Costs

\$ \_\_\_\_\_

TOTAL

\$ \_\_\_\_\_



# City of North Wildwood Special Event Application Form

Name of Event: Greater Wildwood Jaycees Christmas Parade

Date of Event: 12/1/2023

Date of Application: 9/8/2023

Type of Event (*check one*)

- ☒ Parade / Procession     
 ☐ Festival ☐ 1Day ☐ multi-day     
 ☐ Block Party     
 ☐ Bonfire  
☐ Craft Show ☐ 1Day ☐ multi-day     
 ☐ Walk / Run (1K-5K-10K) / Triathlon / Bike / Marathon / Race  
☐ Ceremony / Celebration / Demonstration     
 ☐ Polar Plunge / Water Event     
 ☐ Car Show  
☐ Film / Photography     
 ☐ Stage Request Only     
 ☐ Other: \_\_\_\_\_

The City of North Wildwood requires all organizations, corporations, and/or individuals planning to stage an event file an official application with the Recreation & Tourism Department. **This application must be fully completed, signed, and forwarded to the Recreation & Tourism Department 90 days in advance of the event date unless waived by the Mayor and/or governing body.**

(City Code 382-23) A "special event" is an event sponsored by an organization who desires to use portion of the public streets or other public property, or avail itself of public facilities. Such event must be sponsored by a corporation (nonprofit or for profit), authorized to do business in the State of New Jersey, a nonprofit civic association, a charitable association, a religious association or any other association of persons. Special events shall include, by way of example and not by way of limitation, such events as parades, festivals, craft fairs, art shows, athletic contests, running races, bicycle races, fund raising events and similar events of which may include entertainment.

(City Code 382-24) There shall be an application fee charged to each organization, excluding municipal operations, operating a special event in the sum of **\$25.00 for non-profit and \$50.00 for for-profit** entities.

All applications will have a 30-day review. Some may require a 14 day and 7 day review prior to their event.

## SECTION 1 – ORGANIZATION INFORMATION

1) Name of Organization: Greater Wildwood Jaycees

2) Address of Organization: P.O. Box 63, Wildwood, NJ 08260

3) Purpose of Organization: Non Profit/Civic

4) How many members are in your organization: 18

5) Is your organization tax exempt: (please circle) **YES** NO Is this a non-profit event YES NO

6) NJ Registered Charitable Organization#: \_\_\_\_\_ Tax ID#: 22-2991844

## SECTION 1 – ORGANIZATION INFORMATION CONT

### 1) Organizer Contact Information:

Name of Event Chairperson / Organizer	
Jodie DiEduardo	
Title	Cell Phone
President	609-827-1314
Address / City / State / Zip	
22 Taylor Ave, North Wildwood, NJ 08260	
Email	

Name of Event Chairperson / Organizer	
Title	Cell Phone
Address / City / State / Zip	
Email	

## SECTION 2 – APPLICATION AUTHORIZATION

I, Jodie DiEduardo, the undersigned state that I am the duly  
Name of Applicant

authorized representative of the Greater Wildwood Jaycees  
Name of Organization

in addition, the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted.

  
Applicant Signature

9/8/23  
Date



### SECTION 3 – EVENT INFORMATION

1) Official Name of Event: Greater Wildwood Jaycees Christmas Parade

2) Location of Event (please list city venue requirements by day/date): \_\_\_\_\_

16th & Central Ave to 26th & Central Ave

3) Describe Event Activities: Parade to walk down Central Ave

4) Will the event be held for the sole purpose of advertising any product, goods, or event: YES ☐ NO ☒

5) If yes, describe in detail: \_\_\_\_\_

6) Will alcohol be served or sold by event organizers or others: YES ☐ NO ☒

A) Do you have a ABC/Social Affairs Permit: YES ☐ NO ☐

B) Are you requesting approval for open display of alcohol: YES ☐ NO ☐

C) Designated Hours for open display of alcohol: \_\_\_\_\_

D) Designated Location of open display of alcohol: \_\_\_\_\_

E) Other Conditions: \_\_\_\_\_

**If alcohol is being sold at the event, the organizer is responsible to identify patrons of legal age to consume alcohol and provide the patron with a wristband after identification was properly checked.**

8) Rain Date or Delayed Starting Time: 12/8/2023

9) Schedule Details: (Include a copy of program schedule/timeline/description of events)

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day
Day of the Week (SU,M,TU,W,TH,F,SA)	F			
Date (MM/DD/YY)	12/1/2023			
Set-Up (00:00AM/PM)	5:00pm			
Event Starts (00:00 AM/PM)	6:30pm			
Event Ends (00:00 AM/PM)	9:00pm			
Clean-Up (00:00 AM/PM)	9:00pm			

### SECTION 3 – EVENT INFORMATION CONTINUE

---

10) Will the event require site to remain in place overnight, or will the site be broken down each night  
(partially or completely) Explain: No

11) Describe how you plan to provide security for the event: Request Police Assistance - Central Ave  
9th to 15th street - North bound side closed at 15th street, & south bound lane closed off  
& NO PARKING for parade line up

a) Private Security Company (name/address/contact person/phone): \_\_\_\_\_

12) If an event management company is contracted to handle the event, please provide the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Portion/s of event that the company is responsible for: \_\_\_\_\_

### **ALL EVENTS MUST SUBMIT A DETAILED SITE PLAN**

Site plan should include port-a-pots, vendors, stage(s), electrical hook-ups, road closings, etc.

### SECTION 4 – INSURANCE REQUIREMENTS

---

1) Name of Insurance Company: \_\_\_\_\_

Policy Number: GLP 2575959

Limits of Liability: \_\_\_\_\_

Events are required to provide the City of North Wildwood with a Certificate of Insurance indicating the continuation of insurance coverage and designating the City of North Wildwood as an **"Additionally Insured."**

**A copy of the Additional Insured Endorsement page(s) must be provided with the certificate.**

# CERTIFICATE OF INSURANCE

---

Evidence of financial responsibility from event chairperson, organization and others with whom the City of North Wildwood does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and times the special event will occur. It does not serve as a binder and does not confer rights upon the holder. The policy must be current and not expire before or on the dates of the event.

The Director of Tourism and Special Events, City Administrator or City of North Wildwood Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** – Block Parties or any other oriented parties

**Non-Profit/Charitable Groups** – Civic Groups, Social Groups, Support Groups or any other group that does not gain profits.

**Commercial Rental** – Any organization that is for profit (i.e. Associations, Corporations, Partnerships, etc. ...)

## I. INDIVIDUALS

- A. General Liability Limit \$100,000  
Evidence that the individual has personal liability insurance in force is required to use any City of North Wildwood property or facility. This would be in the form of Homeowners, Condo, or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

## II. NON-PROFIT/CHARITABLE GROUPS

- A. General Liability Limit \$300,000  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

## III. COMMERCIAL (FOR PROFIT) GROUPS

- A. Commercial General Liability Limit \$1,000,000  
Combine Single Limit of Liability for Bodily Injury and Property Damage.  
B. City of North Wildwood, N.J. named as "**Additional Insured**" with Endorsement page(s)  
C. Executed Hold Harmless Agreement required with Special Event Application. The Special Event shall not be allowed to occur or use the City of North Wildwood until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the City of North Wildwood. If the organization/individual contracts with a vendor, evidence of adequate insurance coverage will need to be secured from them.

## HOLD HARMLESS

NAME OF ORGANIZATION/USER

Greater Wildwood Twp

will be referred to as **USER** from this point forward. **USER** shall indemnify, save harmless and defend the **City of North Wildwood**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **City of North Wildwood**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User's** use of the named Facilities / Equipment, including all suits or actions of every kind or description brought against the **City of North Wildwood**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the FACILITY(IES) / EQUIPMENT, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

The above **USER** shall inspect the described FACILITY (IES) / EQUIPMENT prior to the use of the FACILITY (IES) / EQUIPMENT and report any defective, hazardous or dangerous conditions found at the FACILITY (IES) / EQUIPMENT to An Appointed Recreation Supervisor and/or Public Works Supervisor at (609) 522-2955 or (609) 522-4646, and **USER** shall immediately cease the use of the FACILITY (IES) / EQUIPMENT until such defective, hazardous or dangerous conditions are remedied. After the use of the FACILITY(IES) / EQUIPMENT, **USER** shall immediately report to the **City of North Wildwood** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the FACILITY(IES) / EQUIPMENT.

### INSURANCE

Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **User's** use of the FACILITY(IES) / EQUIPMENT, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

Where indicated, the **USER** shall be required to name the **City of North Wildwood** as an "Additional Insured" on the **User's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed Use of Facilities Agreement or Special Event Application, **USER** shall provide the **City of North Wildwood** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **City of North Wildwood** has been designated as an "Additional Insured" where required. The **USER** shall also provide the Additional Insured Endorsement page(s) to be included with the Certificate. On or before the renewal date of said policy, **USER** shall be required to provide the **City of North Wildwood** with a Certificate of Insurance indicating the continuation of insurance coverage and designating the **City of North Wildwood** as an "Additional Insured" for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Signed by an authorized representative of the **USER** and the **City of North Wildwood** on

this 8th day of Sept., 2023.

  
USER (SIGNATURE)

Jodie DiEduardo

USER (PRINT NAME)

  
CITY REPRESENTATIVE

Steve DeBary

CITY REPRESENTATIVE (PRINT)

## PARADE / PROCESSION / CAR SHOW

1) Proposed Parade Route (*include turn-by-turn directions*): Proceeds south from 16th Ave along Central then onto Pacific. West onto Spicer Ave, then North on New Jersey, then east onto Oak Ave ending at Byrne Plaza.

2) Starting Location & Ending Location (*identify on site-plan*): NWW Rec, 10th & Central; Byrne Plaza

3) Assembly Area & Disbanding Area (*identify on site-plan*): 10th & Central; Byrne Plaza

4) Location of Reviewing/Judging Stands & Bleachers (*identify on site-plan*): \_\_\_\_\_

5) Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_ Number of Animals: \_\_\_\_\_

6) Number of Bands / Musical Units: \_\_\_\_\_ Number of Floats: \_\_\_\_\_

7) Number of Cars / Trucks: \_\_\_\_\_ (*Certain height restrictions may apply due to overhead wires*)

8) Number of Buses: \_\_\_\_\_ Will you require Off-Site Bus Parking? YES ☒ NO

9) If yes, how much Off-Site Parking will you need: \_\_\_\_\_

10) Is Bollard Removal Required? YES ☒ NO

Bollard Location: \_\_\_\_\_

Removal Time: \_\_\_\_\_

**A NW Police office must be present on scene to authorize removal and reinstallation of bollards**

11) All Parades must have at least one designated Parade Marshall on location, during assembly, operation, and disbanding.

Name of Parade Marshall / Coordinator	
TBD	
Title	Cell Phone
Address / City / State / Zip	
Email	

12) Special Guests (*i.e., Mascot, Politician, Musician, Controversial, Actor, Actress, Media Person*):

## PUBLIC WORKS

1) Are NW trash/recycling receptacles and removal requested:

YES

☒ NO

Is the event organization ordering the Dumpsters:

YES

☒ NO

Number Requested: Trash-\_\_\_\_\_ Recycling can/bottles-\_\_\_\_\_ Dumpsters-\_\_\_\_\_

### VENDOR COORDINATOR PLEASE ATTACH A RECLYING/TRASH PLAN

- All trash from set-up to clean-up must be removed and placed in the dumpsters provided. No stockpiling of trash behind space.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tar paper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.
- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water, and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

**Improper disposal of any material (including grey water, trash, garbage, and recyclables) – will be subject to legal action for violations under Ordinance #374-19.5.**

The information above needs to be distributed by the Event Organizer to all vendors prior to and during the event on their own stationary.

Name of person responsible for distributing information to vendors: \_\_\_\_\_

2) Do you request the use of any portable equipment from Public Works:

YES

NO

(Please write an amount next to each requested item)

Traffic Cones-\_\_\_\_\_ Fencing-\_\_\_\_\_ Street Barrels-\_\_\_\_\_ Eating Tables-\_\_\_\_\_

Additional Equipment Requested \_\_\_\_\_

3) Restrooms/Port-a-Pots: Will your event direct people to public restrooms-

YES

NO

Will your event use portable toilets/trailers-

YES

NO

Is the event organizer ordering toilets/trailers-

YES

NO

If yes, how many will be used: \_\_\_\_\_

Name of company: \_\_\_\_\_

Contact Person/Cell: \_\_\_\_\_

**Note: One toilet for every 500 people is requested for events lasting over 2 hours – an appropriate number of these toilets should be handicapped accessible.**

4) Will your event have any temporary structures, fences, or fixtures:

YES

NO

Anchors, pins, spikes or other materials are strictly prohibited in asphalt, boardwalk, and/or concrete to secure objects.

If so, please describe in detail: \_\_\_\_\_

Event Organizer is required to contact the Construction office for permits. 609 522 2030 ext. 1560

The City of North Wildwood will not allow any markings and/or painting of the streets, sidewalks, boardwalks, and parking lots, except those made by approved marking devices. Call the Dept. of Public Works to arrange for an appointment with the Director of Public Works prior to the event to submit marking devices for approval. If unapproved marking devices are used, the event/organization will be charged with the cost of removing and restoring to prior to event status. In addition, this department will likely not approve this organization's future events.

Respectfully,

Doug Nordberg, Director of Public Works



## RECREATION & TOURISM DEPARTMENT

1) Do you anticipate the need for Rec/Tour Dept. staff to support your event: YES ☒ NO

If yes, how many- \_\_\_\_\_

Purpose: \_\_\_\_\_

2) Will you require the use of Recreation Dept. Facilities (Rec Center/Parks): ☒ YES NO

If yes, please describe in detail (include dates/times)- During Registration

3) Will you require the use of Recreation Dept. portable equipment: YES NO

(Please write an amount next to each requested item)

Bleachers- \_\_\_\_\_ Coolers- \_\_\_\_\_ Chairs (folding)- \_\_\_\_\_ Tables- \_\_\_\_\_ Chairs (ceremony)- \_\_\_\_\_

Sound System (2 or 4 speakers) w/ microphone- \_\_\_\_\_ Podium- \_\_\_\_\_ Tents- \_\_\_\_\_ Signs- \_\_\_\_\_  
circle one

Additional Equipment- \_\_\_\_\_

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

4) Does the publicity plan for this event include any of the below: YES NO

☒ Posters ☐ Website ☒ Social Media ☒ Radio ☐ TV ☒ Newspaper/Publication ☐ Other

5) List any planned Print/Radio/TV Advertising: \_\_\_\_\_

**Include copies of any direct mail/invitations/email/internet/posters/press releases/media kit being sent out**

## BUILDINGS, GROUNDS & PARKS DEPARTMENT

- 1) Will any object, such as tent posts or signs be driven into the ground: YES ☒ NO  
(If yes, please consult with B.G. & P. Dept. to avoid damaging the irrigation system)

- 2) Will the event require the closure of any park / City area to the general public: YES ☒ NO

If yes, please describe in detail: \_\_\_\_\_

- 3) Will the boardwalk be used to secure any items (tents, signs or any other type of structure): YES ☒ NO

If yes, please describe in detail: \_\_\_\_\_

- 4) Will you have any vehicles on the boardwalk (Weight limit of 5000 lbs.): YES ☒ NO  
(Vehicles are restricted to the Tram Path only)

If yes, please describe in detail: \_\_\_\_\_

- 5) Will your event have any electrical needs: YES NO  
(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)  
Will you have any sound / lighting equipment: YES NO  
Will you be using a lighting or sound contractor: YES NO

Contractor Information: \_\_\_\_\_

- 6) Overhead banners, banner flags and/or signs installed on City property

(Please request a banner specifications sheet with your application. All banners need City approval before being created and displayed. Organizer is responsible to collect banners following the event)

- a) Overhead Banners should be professionally made and measure 40 feet in length by 3 feet in width
- b) To get maximum display use; heavy duty grommets should be 16 inches apart and wind flaps cut and stitched in banner, should be constructed to last 2-4 weeks of display in the wind
- c) Banner Flags (10 poles) should be 5 feet in length by 30 inches wide (display should be 53" long)
- d) Welcome Area Billboard is 8 feet in length by 12 feet in width

- 7) Describe banners/signs in detail with proper wording (please attach a photo/layout): N/A

- 8) Electrical service fees shall be paid by the vendor:

(Please attach a separate page for number of hook-ups needed at vendor locations and the electrical layout)

- A) \$35 per event for ONE twenty-amp \$50 per event for ONE thirty-amp  
\$75 per event for ONE fifty-amp

B) Extra circuits will be provided only if there is a surplus of circuits after all vendors who have paid for electrical service have been provided with electrical service and thereafter will be provided on a first-requested and paid/first-provided basis.

C) Any service calls to a vendor that is necessitated by an overloaded circuit will result in the vendor being assessed an additional \$70 fee, which sum is payable in the advance of the restoration of electrical service to the vendor.



## NORTH WILDWOOD BEACH PATROL

1) What location(s) of the beach/ocean will be used and for what purpose: \_\_\_\_\_

2) Do you anticipate the need for NWBP staff to support your event: YES NO

If yes, how many- \_\_\_\_\_ Purpose: \_\_\_\_\_

3) Will you require the use of NWBP Facilities, Vehicles, or Equipment: YES NO  
*(If yes, please describe in detail; include dates and times)*

	1 <sup>st</sup> DAY	2 <sup>nd</sup> DAY	3 <sup>rd</sup> DAY
Day of the Week (SU,M,TU,W,TH,F,SA)			
Date (MM/DD/YY)			
Equipment Requested			
Set-Up (00:00 AM/PM)			
Break-Down (00:00 AM/PM)			
Location:			

## CITY CLERK OFFICE

1) Number of Non-Food Vendor Spaces: 0 Number of Food Vendor Spaces: 0

*(Final Vendor list must be turned in 1 week prior to event date)*

*(Organizer is responsible for obtaining vendor permits from Clerk's office & distributing vendor permits to vendors before inspection)*

Vendor Fees	1 Day	2 Day	3 Day
First Year Fee	\$ 10.00	\$ 20.00	\$ 40.00
Second Year Fee	\$ 20.00	\$ 40.00	\$ 80.00
Third & Fourth Year Fee	\$ 50.00	\$ 100.00	\$ 150.00
Fifth & Plus Year Fee	\$ 75.00	\$ 150.00	\$ 200.00

2) Will your event require bulk special event parking passes: YES NO

**FOR 3-DAY OR MORE EVENTS ONLY**

3) If yes, how many: \_\_\_\_\_ List dates for passes: \_\_\_\_\_

**\*Minimum 250 for out of season events and 500 for in season events; \$5 per day/per vehicle**

*(Must be paid for 30 days prior to date of event) (In season is Memorial Day to Labor Day of each calendar year)*

1) Contact information of person in charge of event: Jodie DiEduardo

2) Contact information of person on-site of event: Jodie DiEduardo

4) Barricade request ( <i>fencing/barrels/cones</i> )	<b>YES</b>	NO
Plan submitted:	YES	NO
Plan approved:	YES	NO

5) Responsible party for barricade set-up (*Federal Fencing-Atlas-Police, etc.*): Police Department

Contact information: Jodie DiEduardo

6) Signage requested "NO PARKING", Other (describe below): \_\_\_\_\_ Post Time: \_\_\_\_\_

7) Equipment stored overnight:      YES      NO

Location: \_\_\_\_\_ Contact Info: \_\_\_\_\_

8) Site Plan – Detour/Traffic plan submitted:	YES	NO
Police Approval:	YES	NO

9) Police requested or required for event: YES NO Start time: \_\_\_\_\_  
(Please write amount next to request) Finish time: \_\_\_\_\_

Officers-\_\_\_\_\_ Traffic Posts-\_\_\_\_\_ Overnight Security-\_\_\_\_\_

10) Music: YES NO Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
Location: \_\_\_\_\_

11) Alcohol being served at event: YES NO Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
State ABC Approval: YES NO  
City Approval: YES NO

12) Staging Area:	YES	NO
Plan Submitted:	YES	NO
<b>Plan Approved:</b>	<b>YES</b>	<b>NO</b>

13) First-Aid/EMS on site: YES NO

14) Large Events: Command Post being utilized: YES NO

Location of Command Post: \_\_\_\_\_ Phone #: \_\_\_\_\_

List of Department representatives and contact numbers:  
(Please put on a separate sheet)

## FIRE & EMS DEPARTMENT

1) Do you anticipate the need for Fire / EMS staff / equipment to support your event: YES NO  
*Fire Chief will determine the amount of staff and/or equipment needed for your request. attendance*

3) Purpose: \_\_\_\_\_

4) Will you require the use of Fire Dept. Facilities or portable equipment: YES NO

5) If yes, please describe in detail, including dates and times: Vehicles for parade

## CONSTRUCTION, FIRE & HOUSING DEPARTMENT

1) Will there be a bonfire, open flame, lighting, cooking, extinguishing, or burning of any material: YES NO

2) If yes, please describe in detail: N/A

3) Permit #: — (Will be issued after Mayor & Council Approval)

**\*\*The number of bonfire permits are limited and based on the availability of fire personnel\*\***

a) Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

b) Type 1 Permit: PERMIT FEE - \$54.00 (non-refundable)

1) The use of any open flame or flame-producing device, in connection with any public gathering for purpose of entertainment, amusement, or recreation.

## PERMIT / APPROVAL / AUTHORIZATION

Event Name: Joyce's Christmas Parade

Date(s) of Event: Fri. 12/1/25

Mayor & Council: \_\_\_\_\_

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

City Clerk: \_\_\_\_\_

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

Director of Tourism: \_\_\_\_\_

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

Application Fee waived: ☐ YES

☒ NO

Service Fees waived: ☐ YES

☒ NO

☐ Approved as submitted.

☐ Approved with the following conditions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Office use only:

Final Date of Approval: \_\_\_\_\_ Projected Total Costs for this event: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Cost: \_\_\_\_\_ Total City Departmental Projected Costs: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date of Preliminary Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Pre-event Meeting: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EVENT CHECKLIST

- |                                     |            |                |  |
|-------------------------------------|------------|----------------|--|
| <input checked="" type="checkbox"/> | <u>SAD</u> | <u>9-14-23</u> | Application Fee Paid   |
| <input type="checkbox"/>            | _____      |                | Certificate of Insurance listing N.W. as Additionally Insured                |
| <input type="checkbox"/>            | _____      |                | Additional Insured Endorsement Page(s) attached                              |
| <input checked="" type="checkbox"/> | <u>SAD</u> | <u>9-14-23</u> | Hold Harmless completed & signed   |
| <input type="checkbox"/>            | _____      |                | Detailed Site Plan defining the logistics of the event                       |
| <input type="checkbox"/>            | <u>N/A</u> |                | Vendor list submitted to Clerk's Office                                      |
| <input checked="" type="checkbox"/> | _____      |                | Copy of extra materials such as schedule, agenda, flyers, timeline, etc.     |
| <input type="checkbox"/>            | <u>N/A</u> |                | Additional applications (State Police-BOH-NJDOT-Fire Permit-ABC-Tent Permit) |
| <input type="checkbox"/>            | <u>N/A</u> |                | Special Event Parking Passes Paid  |
| <input type="checkbox"/>            | _____      |                | Miscellaneous  |
| <input type="checkbox"/>            | _____      |                | Ready to be placed on the DMS  |

# TREASURER DEPARTMENT

## BILLING

Turkey Christmas Parade  
Name of Event

Fri 12-1-22  
Date of Event

Application Fee \$ 25.00 12-14-22 Non-Profit \$25.00 For-Profit \$50.00

Police Dept. \$ \_\_\_\_\_

Fire Dept. \$ \_\_\_\_\_

Public Works Dept. \$ \_\_\_\_\_

Buildings, Grounds, Electric-Parks \$ \_\_\_\_\_

Clerk's Office \$ \_\_\_\_\_

Construction, Fire & Housing \$ \_\_\_\_\_

Beach Patrol \$ \_\_\_\_\_

Recreation & Tourism Dept. \$ \_\_\_\_\_

Stage Rental \$ \_\_\_\_\_

Special Event Parking Passes \$ \_\_\_\_\_

Miscellaneous Costs \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**CITY OF NORTH WILDWOOD**  
**COUNTY OF CAPE MAY, NEW JERSEY**

**ORDINANCE NO. 1922**

ORDINANCE AUTHORIZING VARIOUS IMPROVEMENTS  
OF THE CITY OF NORTH WILDWOOD, IN THE COUNTY OF  
CAPE MAY, NEW JERSEY, APPROPRIATING \$1,500,000  
THEREFOR FROM CAPITAL IMPROVEMENT FUND FOR  
THE FINANCING THEREOF

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH WILDWOOD, IN THE COUNTY OF CAPE MAY, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 2 of this ordinance is hereby authorized to be undertaken by the City of North Wildwood, in the County of Cape May, New Jersey (the "City") as a general improvement. For the improvement or purpose described in Section 2, there is hereby appropriated the sum of \$1,500,000 from the City of North Wildwood Capital Improvement Fund, said sum being inclusive of all appropriations heretofore made therefor.

Section 2. The improvements hereby authorized and the purpose of the appropriations is as follows:

- Providing for the improvement of various buildings and public property, and Beach Replenishment in the City of North Wildwood including all work and materials necessary therefor and incidental thereto for an amount not to exceed \$1,500,000.

Section 3. The following matters are hereby determined, declared, recited and stated:  
The improvement or purpose described in Section 2 of this bond ordinance is not a current expense. It is an improvement or purpose that the City may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

Section 4. The capital budget of the City is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

Section 5. This bond ordinance shall take effect upon its publication and passage in the manner provided by law.

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Patrick T. Rosenello, Mayor

---

W. Scott Jett, City Clerk

Introduced: November 8, 2023  
Advertised: November 15, 2023  
Hearing/Final: December 5, 2023  
Advertised: December 13, 2023



CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

REFUND FOR OVERPAYMENT OF REAL ESTATE TAXES

WHEREAS, the Tax Collector reports that the following persons or associations of persons have overpaid and/or paid in error real estate taxes as set forth on the schedule below.

NOW, THEREFORE, BE IT RESOLVED by the Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey that refunds be given to the following persons or associations of persons in the amounts set forth:

PROPERTY	PAYEE	AMOUNT
BLK 259 LT 10 QUAL C000D 2023 QTR 3	CORELOGIC REFUNDS DEPT PO BOX 9202 COPPELL, TX 75019	\$1,178.49
TOTAL		\$1,178.49

BE IT FURTHER RESOLVED that the Tax Collector be and he is hereby authorized, empowered and directed to make the necessary corrections in his records and to see to the payment of these refunds.

OFFERED BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_  
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I, W Scott Jett, Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on 8<sup>th</sup> day of November 2023.

Dated: November 8<sup>th</sup>, 2023

Signed \_\_\_\_\_  
W. Scott Jett - City Clerk

Approved: \_\_\_\_\_  
Patrick T. Rosenello - Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Koehler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

RESOLUTION #

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

CANCELLING AMOUNTS ON SEWER ACCOUNTS-SEWER COMMITTEE

BE IT RESOLVED by the Mayor and Council of the City of North Wildwood, in the County of Cape May and State of New Jersey, that:
WHEREAS, after careful review by the City Tax Collector, Chief Financial Officer, & City Administrator, the following sewer charges may be cancelled pursuant to the appropriate findings and facts:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Members of Council of the City of North Wildwood, in the County of Cape May and State of New Jersey that the amount on the following sewer accounts may be cancelled:

SEWER ADJUSTMENTS:

ADDRESS	ACCT#	TAX YEAR	(1000's) OVERAGE BASIC	(1000's) OVERAGE 3rd Q	TOTAL AMOUNT	CREDIT AMOUNT
432 W 16TH AVE	880-0	2023				133.13
224 W 10TH AVE	1652-0	2022				266.63
1124 E 20TH AVE	2595-0	2023				1,846.00
212 E 17TH AVE D	6414-0	2023				817.00

Total Adjustments \$3,062.76

OFFERED BY SECONDED BY

STATE OF NEW JERSEY COUNTY OF CAPE MAY
I, W Scott Jett, Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on 8th day of November 2023.

Dated: November 8th, 2023 Signed W. Scott Jett, City Clerk

Approved: Patrick P. Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Koehler				
Rullo					Bishop				
DelConte					Zampirri				
Kane									

Resolution No.

CITY OF NORTH WILDWOOD  
Cape May County, New Jersey

RESOLUTION

ISSUANCE OF AMUSEMENT GAME LICENSES

WHEREAS, an application has been made by the persons, firm and/or corporations set forth on the schedule attached hereto and made part thereof, for the issuance of Amusement Game License to be granted by this Issuing Authority; and

WHEREAS, all things required by applicant have been complied with, this Body is of the opinion that said applicant should be granted and the license issued.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of North Wildwood, in the County of Cape May and the State of New Jersey, that the Amusement Game License as set forth in this resolution be and is hereby granted for the year 2024, unto the person, firms and/or corporation herein recited, for the premises in North Wildwood, New Jersey, set opposite their respective name.

NW#/Licensee	Premises	Game #
#2 Pohlman Enterprises Inc.	2212-2224 Boardwalk	#2 Arcade

OFFERED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_  
STATE OF NEW JERSEY COUNTY OF CAPE MAY

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 8<sup>th</sup> day of November, 2023.

Dated: November 8, 2023 Signed: \_\_\_\_\_  
W. Scott Jett, City Clerk

Approved: \_\_\_\_\_  
Patrick Rosenello, Mayor

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
Tolomeo					Kochler				
Rullo					Bishop				
Kane					Zampirri				
Del Conte									

RESOLUTION # \_\_\_\_\_

CITY OF NORTH WILDWOOD
Cape May County, New Jersey

RESOLUTION

AUTHORIZING EMERGENCY REPAIRS TO BUILDINGS AT THE
NORTH WILDWOOD DEPARTMENT OF PUBLIC WORKS FACILITY

WHEREAS, a number of buildings at the North Wildwood Department of Public Works facility have been discovered to be in need of immediate repair due to building structural concerns; and

WHEREAS, the City Engineer and the Superintendent of the Department of Public Works do herewith declare that an emergency exists affecting the safety, health and welfare of the public.

THEREFORE BE IT RESOLVED, the Mayor and City Council do herewith declare that an emergency exists with the regard to the structural problems at the North Wildwood Department of Public Works facility, which affects the public health, safety and welfare, necessitating immediate repairs and that the City Engineer be directed to coordinate all necessary repairs.

BE IT FURTHER RESOLVED, in accordance with the provisions of N.J.S.A. 40A:4-46, that an emergency be and the same is hereby created, with the construction costs for said emergency estimated to be \$150,000 by the City Engineer and which shall be annexed to and made part of this resolution.

OFFERED BY: SECONDED BY:

I, W. Scott Jett, City Clerk of the City of North Wildwood, in the County of Cape May, State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Mayor and Council of the City of North Wildwood at a meeting duly held on the 8th day of November, 2023.

Dated: November 8, 2023 Signed: W. Scott Jett, City Clerk

APPROVED: Patrick T. Rosenello, Mayor

Table with 10 columns: Name, Aye, Nay, Abstain, Absent, Name, Aye, Nay, Abstain, Absent. Rows include Tolomeo, Koehler, Rullo, Bishop, Kane, Zampirri, and Del Conte.