**March 26, 2025**

**TO: Special Use Applicants**

**RE: Permitting for Use of Town-Owned Property**

The Georgetown Town-Owned Property Management Board (TOPMB) may issue Special Use permits for the following properties under its authority; the Five Islands Wharf (including parking areas and the tennis courts), Todd’s Landing, The Old Stone Schoolhouse and Richards Library. Special Use Applicants are most often non-Resident individuals or entities who wish to use Town-owned property for commercial purposes. For example, kayaking outfitters, tour and charter boat companies and media organizations.

Permits may be issued seasonally (generally from the second week of May through the second week of October) or for a specific timeframe. The Board meets monthly, generally on the third Tuesday of each month, and applications will be reviewed at each regularly scheduled meeting. All meetings are open to the public and if you wish to represent your application, contact the Board Chair a week in advance to be placed on the agenda.

Complete the application with specificity regarding your intended use of Town-owned property. Certain applicants will be required to provide proof of insurance with a minimum of $1,000,000.00 liability coverage stating the Town of Georgetown as an additional insured. Permit fees are due a minimum of thirty days before the start date and a full refund will be issued if the activity is cancelled more than five business days before the start date.

If you have questions, please contact the Georgetown Town Office at 207-371-2820 and ask for Alexandra Kelly.

Please respect and enjoy Town property.

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Office Use Only

**RECEIVED** Payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Check #/Cash \_\_\_\_\_\_\_\_\_\_

Insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_