



Request for Special Event Permit

Date Received: _____

Fee Paid (check if paid)

Date Fee for Signs Paid: _____

Permit Number: _____

Applicant	Special Event Contact Person (if not Applicant)
Name:	Name:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
E-mail Address:	E-mail Address:
Phone Number:	Phone Number:

Event Information	
Event Name:	Number of attendees:
Property Address	Are promotional event signs proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete Sign Permit Application. Additional fees required.
Description of Event (include date and time of event): 	

Type of Event (check one)
<input type="checkbox"/> Tier I event: Any temporary event which causes significant impact on traffic flow, Town facilities, and/or Town services. Examples include, but are not limited to walk/run races, parades, street festivals, and any large gatherings of over 400 people. A non-refundable fee and in-person meeting is required prior to permit issuance. Tier I applications must be submitted 60-days prior to event.
<input type="checkbox"/> Tier II event: Events that meets the special event definition, but are not a Tier I event. Examples include, but are not limited to tent sales, food truck rodeos, business/organizational promotional events with temporary structures, and outdoor children's events with bounce houses and/or water slides. A non-refundable fee is required prior to permit issuance. Tier II applications must be submitted 7-days prior to event.

General Requirements
<ol style="list-style-type: none"> Special event-holders shall obtain a special event permit from the Town. Adequate off-street parking, traffic management, and accessibility shall be provided. Determination by the Fire Department and Police Department that the site is accessible for public safety vehicles and equipment. Determination by the Inspections Department that any existing or proposed permanent or temporary structures comply with applicable regulation of the State Building Code. Adequate restroom facilities shall be provided. Adjacent property owners shall be notified of the proposed event before its approval. A special event cannot exceed a collective total of 20 days or four weekends (Saturday and Sunday) within any calendar year. Fee payment. Late application submittals may be accepted with additional late fee.

I hereby certify that all information furnished in this application is true to the best of my knowledge. I further acknowledge that all requirements set forth in Section 4.4.5.B.7, Special Event, in the Unified Development Ordinance, as well as any other Town requirements issued as part of the Special Event Permit will be met at all times. I understand that failure to comply with these requirements may result in fines and/or the prohibition of obtaining Special Event Permits in the future.

Signature

Printed Name

Date