



The land owner of parcel number 0140_____ request a permit to hold a special event at _____ (address) on _____ (date(s))

A \$300 non-refundable fee is required when the application is submitted [fee maybe waived for not for profit organizations].

Owner Identification

Name _____

Address _____

Phone Number 1 _____ Phone Number 2 _____

Email address _____

REQUEST

1) Nature of event (example: auction, host a exhibition, music concert, etc.) _____

2) Explain how traffic control and parking will be managed _____

3) Number of persons expected to attend _____

4) Beginning time of event _____ ending time of event _____

5) Sanitary provisions will be provided by _____

6) Food and/or beverage provided or sold must meet State Requirements for food and beverage--- food/beverage service will be provided by _____

_____ (license number _____).

7) Other information that will be important for the Town Board to consider when considering request for a Special Use Permit. _____

I HAVE READ THE TOWN MUNICIPAL ORDINANCE REGARDING SPECIAL EVENTS AND AGREE TO FOLLOW ALL REQUIREMENTS AND HOLD THE TOWN HARMLESS AND UNDERSTAND THE PURPOSE OF SPECIAL EVENTS PERMIT IS FOR THE HEALTH, SAFETY AND WELFARE OF ALL PARTICIPANTS AND TOWN RESIDENTS.

Signed _____ Owner #1 Date _____

Signed _____ Owner #2 Date _____

Date _____ FEE PAID _____ CHECK NUMBER _____

Date received by Zoning Administrator _____ Date of Public Hearing by Plan Commission _____

Date of meeting during which the Town Board will act on fee waiver request _____ [see eligibility of exemption]

Plan Commission Recommendation-- SPECIAL PERMIT

Comment or additional requirements _____

Date of Town Board Meeting to consider request _____

[check one] Approved by Town Board _____ Denied by Town Board _____

Additional comment or requirements _____

Signature Town Chair _____ Date _____

Signature of Town Clerk _____ Date _____