



## APPLICATION FOR SPECIAL EVENT PERMIT Including Fireworks Stands

**This is an application for a Special Event Permit. This form must be completed in accordance with the directions on the accompanying instruction sheet. An incomplete application will not be accepted. Application Fee required is \$100.**

**APPLICANT INFORMATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Company or Group:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Name of Authorized Agent:** \_\_\_\_\_

**EVENT INFORMATION: ALL property owners must be listed on this form. Property owner's written permission must be provided by mail or email to the Planning & Zoning office before a permit can be approved.**

**Record Owner of Property:** \_\_\_\_\_

**Location of Special Event:** \_\_\_\_\_

**Legal Description of Event Location:** \_\_\_\_\_

\_\_\_\_\_

**Special Event or Temporary Use description:** \_\_\_\_\_

**Date(s) of Special Event:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**Will this even take place on, or directly utilize, any roads in Jefferson County?**

**NO:** \_\_\_\_\_ **YES:** \_\_\_\_\_ **If this event WILL include the use of any highways or county roads in Jefferson County, then a detailed traffic control plan needs to be attached to this application that includes a map of the proposed route. If you will be working with any of the Jefferson County Township Fire Districts or the Sheriff's office please include the names, phone numbers and/or emails of those you have been in contact with.**

**Event Type (circle one):**    **Type 1**    **Type 2**    **Type 3**    **Type 4**    **Type 5**    **Type 6**

**\*If Type 1: Operating Budget? (Circle one):**    **Yes**    or    **No**    **% of proceeds to charity:** \_\_\_\_\_

**Type 1.** Fund-raising or non-commercial events for nonprofit religious, educational, or community service organizations; including any on-site signs and structures in conjunction with the event.

**Type 2.** Temporary banners attached to the wall of a building or placed across street rights-of-way.

**Type 3.** Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as signs, searchlights or balloons.

**Type 4.** Commercial activities intended to sell, lease, rent or promote specific merchandise, services or product lines, such as tent sale, trade show, or product demonstration.

**Type 5.** Seasonal sales for Farmer’s Markets, Produce stands, or Christmas Tree Sales area, and other similar agricultural product sales.

**Type 6.** Public or private events intended primarily for entertainment or amusement, such as concerts, festivals, carnivals, circuses or parades, or as temporary “one-time” activities of a generally short duration, particularly such activities as “locational” work by film companies. Additionally, the temporary placement of a portable asphalt or concrete plant and attendant materials and equipment during construction work on any public road.

**Please attach any requested documentation or plans regarding your event. (ex. sketch plan showing the location/setback of the proposed activities, structures and signs in relation to existing buildings, parking areas, streets, and property lines; proposed traffic circulation and parking patterns; size and number of signs; anticipated attendance; etc. See process sheet for complete list.)**

**I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in, submitted with all relevant and/or requested documentation and accompanied by the appropriate fee.**

\_\_\_\_\_  
Property Owner printed name

\_\_\_\_\_  
Applicant/ Authorized Agent printed name

\_\_\_\_\_  
Signature of Property Owner  
(if different from applicant)

\_\_\_\_\_  
Signature of Applicant / Authorized Agent

**OFFICE USE ONLY**

Received in the Planning & Zoning Office on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_, together with appropriate fee of \$\_\_\_\_\_, by \_\_\_\_\_.

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Denied: \_\_\_\_\_