

## Business Special Event Permit Application

**Please submit this application, site sketch** (to scale) of the area where the business special event will take place, **written description**, and the **application fee**.

Application date \_\_\_\_\_ Special Event date(s) \_\_\_\_\_

Property address \_\_\_\_\_ Zoning district \_\_\_\_\_

Business name \_\_\_\_\_

Legal description \_\_\_\_\_

Name of applicant \_\_\_\_\_

Applicant address \_\_\_\_\_

Phone number: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Fax number \_\_\_\_\_

Property owner (if different) \_\_\_\_\_

Address of property owner \_\_\_\_\_

Written permission from property owner  Yes  No

Attachments: Site sketch  Yes  No

Written description  Yes  No

Sign proposed  Yes  No

(If event involves alcohol or the control or redirection of traffic on a public street, a written description for Police Department review is required)

Application fee submitted  Yes  No

Number of special events on lot during same year \_\_\_\_\_

Number of days special events have occurred \_\_\_\_\_

For further customer assistance, please contact the Department of Community Development.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_