



## TEMPORARY OUTDOOR EVENT



### APPLICATION

An application must be filled out completely and returned to the Community Development Department within 30 business days of the event.

The application must be filled out by the applicant and property owner (if different than the applicant).

An application can be picked up at the Township office.

**This is for commercial properties only. Residential properties do not require an application.**



### SITE PLAN REQUIREMENTS

A drawing (Site Plan) needs to be submitted on a minimum of 2' by 3' paper which shows:

- ♦ Property Lines
- ♦ Buildings
- ♦ Parking Lots
- ♦ Parking Spaces
- ♦ Driveways
- ♦ Seating
- ♦ Lighting
- ♦ Bathrooms
- ♦ Tent Location (If Being Used)
- ♦ Fire Hydrant Location

**The site plan drawing must be to scale.**

### TENTS (IF BEING USED)

No tent shall be located within 10 feet from a side property line, in an area which will block the view of traffic, or in any way which could cause a traffic hazard.

Required in any (B & M) District.

If placed on a parcel which results in violation of any ordinance or causes a traffic hazard in the opinion of the Zoning Administrator, the violation must be corrected within 48 hours of the notification.

**On the back of the application is the full Tent Ordinance. Please take notice of this if you are using a tent. Chapter 8 of Township Zoning Ordinance.**

### INFORMATION NEEDED FOR APPLICATION

- Name (Applicant & Owner)
- Address (Applicant & Owner)
- Phone Numbers (Applicant & Owner)
- Signature & Date (Applicant & Owner)

#### SITE PLAN

- Explanation of Event (Separate Sheet)
- Duration of Event
- Times of Event
- Location of Event
- Tax ID Number & Zoning

### LETTER OF EXPLANATION

A letter explaining the event, addressing all safety concerns, and how they will be addressed to insure that the public and workers at the event will remain safe must be submitted along with the application.

The Thomas Township Police, Fire Department, Department of Public Works, and Zoning Department may contact you for additional information.

**All Information must be submitted or your application may be delayed.**

