



2000 Broadway, Suite 234
 Clarksville, IN 47129
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TEMPORARY OR SPECIAL EVENT APPLICATION

If you have any questions please call 812 283-1510 or e-mail anafrank@townofclarksville.com

CONTACT INFORMATION
Owner Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
Applicant (other than owner): _____
The applicant acknowledges that the information in this application is correct and accurate.
APPLICANT SIGNATURE: _____
DATE: _____
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
OWNER SIGNATURE: _____
DATE: _____

EVENT CONTRACTOR/COORDINATOR
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
Email: _____

PROPERTY INFORMATION
Property Address: _____
Business Name: _____
Zoning District: _____

TOWN STAFF USE
Docket # _____
Inspector _____
Date: _____
Remarks _____
Building Commission's Review
Planning Directors Review

Detailed Description of the Event:

Attendance
What is the expected attendance at the event?

Electrical
Please explain in detail any types of electricity or electrical usage for the event.

Operation	
Date: _____	Hours: _____
Date: _____	Hours: _____
Date: _____	Hours: _____
Date: _____	Hours: _____
Date: _____	Hours: _____

Restroom Facilities
What is the number of restroom facilities being provided?
Are these additional facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the location of each additional facility?

Parking
Will the event be taking place on the property's current parking area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of parking spaces utilized:
Will additional parking be provided?

Waste Disposal
Will additional trash disposal containers be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of containers _____
Size _____

Tents/Canopy
Will tents or other temporary structures be built for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many structures will be erected
What is the size of the structure?
What is the height of the structure?

Food
Will food be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will it be catered or cooked on site? <input type="checkbox"/> Catered <input type="checkbox"/> Cooked on site
If cooked on site, please explain the equipment used

OUTDOOR TEMPORARY USE AND EVENT PERMIT REQUIREMENTS

These requirements are intended to establish the conditions under which limited duration agricultural, commercial, festivals, civic, or religious activities, including, but not limited to, seasonal sales, carnivals, revivals, outreach, craft sales, grand openings, special events and uses, and similar activities may be conducted.

APPROVAL PROCESS

A temporary use permit is required for all temporary uses or events. AN approval of the Technical Review Committee [TRC] is needed prior to the issuance of a temporary event or use permit. The permit is required prior to the commencement of any temporary event or use. The applicant shall submit information 10 days prior to the Technical Review Committee [TRC] meeting where the proposal will be considered. The Technical Review Committee may approve, deny, or approve with conditions.

Temporary uses or events may be subject to permits or inspections as required by the town or any applicable governmental agency, department, law or regulation.

PRIOR DETERMINATION FOR TEMPORARY USE PERMIT

Temporary uses or events shall only be approved if all of the following is considered and found to be adequate by the Technical Review Committee:

- 1) The proposed temporary use or event will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances
- 2) The additional parking required by the temporary use or event will be provided on site, if applicable, or adequate street parking is available in the immediate area
- 3) Increase traffic caused by the temporary use or event will not adversely affect traffic flow or the surrounding neighborhood or town at large
- 4) The proposed temporary use or event is consistent with the comprehensive plan, zoning ordinance, storm water ordinances, municipal code, and other applicable ordinances
- 5) The applicant shall provide documentation that adequate fire protection is provided
- 6) The applicant shall provide documentation that the Clark County Health Department has issued any needed permitted
- 7) The general and specific requirements of this ordinance are adequately addressed
- 8) The application has been reviewed and approved by the Technical Review Committee

USES AND EVENTS THAT MAY BE PERMITTED

The following uses are eligible for approval as a temporary use event or use, provided they meet the following requirements:

- 1) Outdoor sales, including seasonal sales, excluding fireworks
- 2) Parking lot sales, sidewalk sales (private sidewalks only), clearance sales, or other temporary sales which, in the opinion of the Technical Review Committee, are similar to uses listed in this section.
- 3) Grand opening and special events
- 4) Group activities including carnivals, fairs, rodeos, sport events, revivals, concerts, and shows
- 5) Stands for the sale of agricultural products, including flowers
- 6) Stands for sale of food
- 7) Construction yards, offices, or trailers

- 8) Other temporary uses which, in the opinion of the Technical Review Committee, are similar to the uses listed in this section

REQUIREMENTS FOR ALL TEMPORARY USES AND EVENTS

Each temporary use or event shall:

- 1) Be described with detailed drawings submitted to the Technical Review Committee at 2000 Broadway, Rm. 234, Clarksville, Indiana 47129
- 2) The use or event and all its components must be at least 25 feet from any public maintained street, or sidewalk, and not impede vision clearance at any driveway or corner
- 3) The information shall be reviewed and approved by the Technical Review Committee
- 4) After approval or approved with conditions by the Technical Review Committee a temporary use or event permit may be issued by the Building Commissioner. This permit shall be in addition to all other licenses, permits or approvals otherwise required by the town or any governmental entity
- 5) The number of additional parking spaces required for the temporary activity shall be determined by the zoning ordinance and shown on the drawing. Required parking spaces for the permanent use shall not be used to fulfill the additional parking requirements.
- 6) All unimproved parking areas and main walk areas shall be kept in a manner that is safe and prevents dust.
- 7) Normal clear paths for handicap accessibility shall not be obstructed
- 8) All sites shall be completely cleaned of debris, equipment and temporary structures including, but not limited to: trash receptacles, signs, stands, poles, electrical wiring and any other fixtures and appurtenances or equipment connected therewith, within one (1) days after the termination of the temporary use or event.
- 9) The TRC may require a bond or cash deposit in an amount satisfactory to the town may be required to assure adequate clean-up of the premises, activities that occur on vacant, or undeveloped lots, and/or involving temporary structures
- 10) Sanitary facilities, either portable, or with written permission of the owner, use of sanitation facilities at the existing building on the site, shall be made available within a reasonable distance on site to all sales persons, employees, attendants, and participants of the activity during its hours of operation.
- 11) No area of public right of way may be used without first obtaining approval from the town council
- 12) Written proof of ownership or a signed letter from either the property owner or their authorized representative, of the property on which the activity is to take place shall be submitted with the application. If the owner is a business, the letter shall be on the letterhead of the business.

DEVELOPMENT PLAN

The applicant shall submit information 10 days prior to the TRC meeting where the proposal will be considered.

The applicant must include eight copies of scaled site plan(s) showing:

- 1) North arrow and scale
- 2) Property lines and setbacks
- 3) Proposed location of the temporary use or event
- 4) Location of all of components of the proposed temporary use or event including, but not limited to structures, activities, tents, items to be sold, musical equipment, cooking equipment, lights, sign, chairs, tables, temporary structures, potable water, and restrooms
- 5) Location of hard surface area for handicapped parking as required by the zoning ordinance
- 6) If large numbers of people or vehicles may be generated, or if the applicant proposes the closing of streets or increased traffic the event may require approval and coordination with other town departments, including but not limited to police, street, and additional review by the fire department
- 7) Existing and proposed fire lanes, fire hydrants, and methods of fire protection
- 8) Plan for all waste, including but not limited to liquid and solid

- 9) Location and size of existing and proposed driveways
- 10) Location of existing and proposed lighting
- 11) Distances of temporary use or event components buildings on the property, and within 200 feet
- 12) Location, size, and number of parking spaces to be used by the temporary use or event
- 13) Location and method of supplying electric
- 14) Location of restrooms and sanitation facilities including water
- 15) Location, size and number of trash receptacles
- 16) All parking must meet the requirements of the zoning ordinance
- 17) Location and route with hard surface clear path for handicap access

The applicant shall also submit the following with the application:

- 1) Originally signed letter of permission of owner, if a business the permission must be on letterhead
- 2) Certificate of insurance covering the temporary event or use
- 3) Proposed time of day and date(s) the proposed use or event will be held
- 4) Proof of permits from the Clark County Health Department and other agencies as necessary

TECHNICAL REVIEW COMMITTEE MEETING DATES:

All documents must be submitted at least 10 days prior to the TRC meeting when the proposal will be reviewed.