

Tax Account Number: \_\_\_\_\_ Permit Number \_\_\_\_\_ Fee: \$25.00 \_\_\_\_\_

**TOWN OF SWEDEN**  
**PERMIT APPLICATION FOR A SPECIAL EVENT for BUSINESSES**

**DEFINITION:** Grand openings, special sales, and similar events for a limited period of time are considered Special Events and require the issuance of a Special Event Permit.

**EXEMPTION:** Temporary signs announcing daily specials are permitted to be placed on the premise of the business without a permit. Such signs shall not exceed 6 square feet in area and shall be removed at the end of each day.

**APPLICATION:** Applications for businesses to hold a Special Event shall contain the following information:

- Site map showing location of signage, tents, etc.
- A description of the signs and lighting.
- The dates of beginning and ending of temporary sign use.
- The signature of the applicant.
- The signature of the owner, if different.

**DURATION:** . No more than 1 special event to be held each month for a period not exceeding 7 consecutive calendar days.

**SIGNS:** Temporary on-premises signs, posters, flags, balloons, tents, search lights, etc. used for grand openings and similar events for a specified time are permitted in all Business/Industrial Districts upon issuance of a Special Event Permit. All such signs shall be removed within 24 hours after the conclusion of any event of which the sign gives notice. **NO** off-premise signage for a special event for a business is permitted.

**RESTRICTIONS:** No special events signage shall include strobe lights or signs producing noise, be constructed, mounted, displayed, flown or hung higher than 36 ft. on said property, and located no closer to the R.O.W. than 10 ft. All such signs shall be removed within 24 hours after the conclusion of any event of which the sign gives notice.

The special event may not produce any noise which is in violation of the Noise Ordinance of the Town of Sweden.

If found to be in violation of the special events sign permit, the applicant shall forfeit the right to have any future events for the remainder of the calendar year.

1. Name and Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Event Location: \_\_\_\_\_

3. Event dates: \_\_\_\_\_

4. Owner of Premises: \_\_\_\_\_

Address: \_\_\_\_\_

5. Permission of property owner if different than applicant to be attached to application.

6. Special Event Signage Description (site map attached): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The applicant is advised that additional permits or approvals may be required from other agencies if the event involves the serving of food or alcoholic beverages or any activity which may require obtaining permits from agencies other than the Town of Sweden. The applicant certifies that they have obtained any other permits from other agencies which may be required for this event. **APPLICANT'S INITIALS REQUIRED** \_\_\_\_\_

8. I, \_\_\_\_\_, do hereby certify that the statements contained in this application are true and correct.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

9. \_\_\_\_\_  
Date Approved Deputy Town Clerk/ Building Inspector