Permit Number _____   Tax Account # _____   Fee: $25.00

TOWN OF SWEDEN
PERMIT APPLICATION FOR A SPECIAL EVENT for CIVIC ORGANIZATIONS

DEFINITION: Any civic, political, educational, charitable, philanthropic, or religious organizations which are nonprofit are considered Civic Organizations. A Special Event, which is being held to raise awareness, benefit, or raise funds for the above mentioned civic organizations and requiring the use of sign(s) to advertise the event or the use of outdoor materials such as posters, flags, balloons, tents and/or search lights during the event requires a Special Event Permit.

APPLICATION: The civic organization holding or benefitting from the event must apply for the special event permit.
   Applications to hold a Special Event for a civic organization shall contain the following information:
- **The name of the organization holding the event and signature of an officer of said organization.**
- **Name of the organization and signature of an officer of the organization benefitting from the event.**
- **Address of the event and site map showing location of signage, tents, parking, etc.**
- **The signature of the owner of the property, if different.**
- **List of the properties of any temporary off-site advertising signs and approval signatures of the property owners.**
- **A description of the signs and lighting.**
- **The dates of beginning and ending of temporary sign use.**
- **The dates of the event.**
- **The signature of the applicant.**

SIGNS: Temporary signs advertising the event may be placed no more than 14 days prior to event and must be removed within 48 hours after event. One on-premise temporary sign and up to 10 temporary off-premise signs for a special event for a civic organization are permitted. Each sign cannot exceed 32 square feet in area and requires the approval of the owner of the property on which the sign is being placed. Such sign shall clearly name the organization benefitting from the event. All such signs shall be removed within 48 hours after the conclusion of any event of which the sign gives notice.

ADDITIONAL EVENT ITEMS: Additional event items (posters, flags, balloons, tents, search lights, etc.) may be used on-premise in conjunction with the special event. All additional event items shall be placed no more than 48 hours prior to the event and shall be removed within 48 hours following the event.

RESTRICTIONS: No special events signage shall include strobe lights or signs producing noise, be constructed, mounted, displayed, flown or hung higher than 36 feet, and shall not be located any closer to the R.O.W. than 10 ft.

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 permit, the applicant shall forfeit the right to have any future events for the remainder of the calendar year.

1.   Name of Applicant: _____ Phone Number: _____

      Address of Applicant:
      _____

2.   Event Location:
      _____

3.   Event Dates: _____

4.   Owner of Premises: _____Signature of Owner: _____
      _____

5.   Description and purpose of event:
      _____
      _____

      _
6.   Describe (or provide site map) locations for tents, parking, stages, signs, special activities, etc.:

      _____

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_____

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_____

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_____

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_____

_

7. Organization Holding Event:
    a. Name of organization:

_____

    b. Name and position of officer of organization:

_____

    c. Signature of officer of organization:

_____

8. Organization Benefitting from Event (if different):
    a. Name of organization:

_____

    b. Name and position of officer of organization:

_____

    c. Signature of officer of organization:

_____

9. Locations and approvals for off-premise temporary advertising signs (see attached):

10. 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 that 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** _____

11. I, _____, do hereby certify that the statements contained in this application are true and correct.

    Date:_____   Applicant: _____

12. _____   _____
    Date Approved   Deputy Town Clerk/ Building Inspector

LOCATIONS AND PROPERTY OWNER APPROVALS FOR TEMPORARY OFF-PREMISE SIGNS FOR CIVIC EVENTS

EVENT: _____ **EVENT DATES:** _____

1. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

2. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

3. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

4. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

5. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

6. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

7. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

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8. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

9. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____

10. **Sign Location**:_____

I, _____, certify that I have legal authorization to approve the placement of a temporary sign at

the above location for the above-named event. Signature: _____ Date: _____