



Your completed temporary use application must be accompanied by the following items:

1. One (1) plan showing a drawing of the proposed event with access, parking and the location of any structures.
2. A plot plan showing location of the right-of-way line or lines.
3. A letter granting authority if applicant is not the property owner.

**TEMPORARY USE  
PERMIT  
APPLICATION**  
Town of Avon  
6570 E. US Hwy 36  
Avon, Indiana 46123  
(317) 272-0948

### 1. APPLICANT INFORMATION

Name of Business/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Temporary Use to be promoted: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ thru \_\_\_\_\_

Location where the temporary use is to take place: \_\_\_\_\_

### 2. EVENT INFORMATION

**Type of Event**     Tent Sale    Seasonal Sale    Art/Craft/Plant Show    Farm Product Sales    Grand Opening Event  
 Other \_\_\_\_\_

**Structures:**     Tent: \_\_\_\_\_                      How Many: \_\_\_\_\_  
 Other: \_\_\_\_\_                      How Many: \_\_\_\_\_

**Dimensions**    Tent: \_\_\_\_\_ sq. feet  
Other: \_\_\_\_\_ sq. feet

### 3. AFFIDAVIT OF APPLICANT

1. Use cannot be begin before a permit has been posted and the use cannot continue if the building permit has been destroyed, lost, or stolen. A new permit must be posted.
2. The use permit must be on-hand at the site of the event available for inspection, and must remain in place during the entire period of the temporary use.
3. A temporary use may not cause or threaten to cause an on-site or off-site threat to public safety.
4. No temporary use will be permitted if the additional vehicular traffic reasonably expected to be generated by the use would cause detrimental effects on surrounding streets or uses.
5. Temporary signs are only permitted with the issuance of a Temporary Sign Permit.
6. This temporary use must comply with any other conditions imposed by the Zoning Administrator in order to achieve the purposes of the Zoning Ordinance and to protect the public health, safety and general welfare.
7. The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without the intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.

**4. APPLICANT INFORMATION** (*I have read and agree with the above affidavit.*)

\_\_\_\_\_  
(Applicant Name-Please Print)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant's Mailing Address)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Telephone Number)

**FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE-**

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

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

Application  Approved  Denied      Conditions of Approval: \_\_\_\_\_

**\*\* THIS APPLICATION MUST BE FILLED OUT COMPLETELY TO BE REVIEWED. PLEASE CALL WITH ANY QUESTIONS\*\***



**LETTER GRANTING AUTHORITY FOR  
A TEMPORARY USE**

**PLANNING & BUILDING DEPT.  
TOWN OF AVON, INDIANA**

I (We) do hereby grant authority to \_\_\_\_\_  
(Name of Applicant)

to seek Civic Event Permit for \_\_\_\_\_  
\_\_\_\_\_  
(Description of Use)

For the property located at \_\_\_\_\_  
(Property address)

I (We) am (are) the owner(s) of the real estate included in the proposed Temporary Use PErmitt.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

**DISCLOSURE STATEMENT FOR ALL APPLICATIONS TO THE BUILDING COMMISSIONER, PLAN COMMISSION AND BOARD OF ZONING APPEALS**

In order to avoid any questions about conflicts of interest, all applicants for permits, and petitioners to the Plan Commission and the Board of Zoning Appeals must disclose any and all financial or business relationships between the applicant and any entity associated with the applicant and any person associated with the town of Avon, the Avon Town Council, the Avon Plan Commission and or the Avon Board of Zoning Appeals. If you are in doubt as to whether or not to disclose something you should resolve that doubt by disclosing it.

I \_\_\_\_\_, being duly sworn upon my oath state as follows:

**Strike inapplicable provision**

1. A. I am the applicant for a temporary use permit

OR

B. I represent the applicant \_\_\_\_\_ (insert name of applicant) for a temporary use permit

2. To the best of my knowledge the applicant named above has no financial agreements, or contracts or other arrangements between the applicant or any other entity associated with the applicant and anyone associated with the Town of Avon, the Avon Town Council, the Avon Board of Zoning Appeals, or the Avon Plan Commission except:

**Strike inapplicable provision**

A. None

OR

B. List any and all contracts, arrangements or financial agreements, and all entities to such contracts arrangements or financial agreements.

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

I affirm under the penalties of perjury that the foregoing is correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Required)