



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

Your completed civic event application **MUST** be accompanied by the following items:

- A plan of the event identifying access, parking and the location of any structures.
- A plot plan showing the location of the right-of-way line(s).
- A letter granting authority if sponsoring group is not the property owner.

1. APPLICANT INFORMATION

Name of Organization: _____ Contact Person: _____

Address: _____ Phone: _____ Fax: _____

Civic Event to be promoted: _____

Date(s) of Event: _____ thru _____

Location where the civic event is to take place: _____

2. EVENT INFORMATION

Structures: Tent: _____ How Many: _____
 Other: _____ How Many: _____

Dimensions Tent: _____ sq. feet
 Other: _____ sq. feet

Locations where structures will be placed: _____

3. AFFIDAVIT OF APPLICANT

1. I have included a plan of the event identifying access, parking and the location of any structures. _____
2. I have included a plot plan showing the location of the right-of-way line(s). _____
3. I have submitted a letter granting authority if sponsoring group is not the property owner. _____
4. Civic Events may be allowed in any district, but only when sponsored by a non-for-profit, religious, philanthropic, or civic group or organization. _____
5. 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. _____
3. The civic event 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 event. _____
4. The event must provide parking, traffic access and the absence of any adverse impact on other properties. _____
5. A civic event may not exceed four (4) consecutive days when located in a residential district, or ten (10) days when located in any other district. _____
6. No civic event may operate after 11:00 p.m. _____
7. If a sponsoring group is utilizing property not owned by the group; a letter of authorization must be submitted by the property owner. _____
8. 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

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



**LETTER GRANTING AUTHORITY FOR
A CIVIC EVENT**

**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 Civic Event Permit.

Date

Printed Name of Owner(s)

Signature of Owner(s)

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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 civic event permit.

OR

B. I represent the applicant _____ (insert name of applicant) for a civic event 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)