



EVENT PERMIT APPLICATION

Town of Avon
6570 E. US Hwy 36
Avon, Indiana 46123
(317) 272-0948
www.avongov.org

Your completed 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.
- A letter of approval from the charity to be represented indicating affiliation with event (Civic Event).

1. APPLICANT INFORMATION

Name of Business/Organization: _____ Contact Person: _____

Address: _____ Phone: _____ Email: _____

Use or Civic Event to be promoted: _____

Date(s) of Event: _____ thru _____

Location where the event is to take place: _____

2. EVENT INFORMATION

- Tent Sale Seasonal Sale Art/Craft/Plant Show Farm Product Sales
 Grand Opening Event Civic Event Other _____

Structures: Tent: _____ How Many: _____

Other: _____ How Many: _____

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

***Signs:** Yes No *Signs must be approved through a separate Sign Permit Application Only.

Locations where structures will be placed: _____

3. AFFIDAVIT OF APPLICANT

1. I understand that the review of this permit may take up to 30 days.
2. I have included a plan of the event identifying access, parking and the location of any structures.
3. I have included a plot plan showing the location of the right-of-way line(s).
4. Use cannot 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.
5. The 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.
6. This event 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. Any proposed signs are only permitted with the issuance of a separate Sign Permit.
8. I have submitted a letter granting authority if sponsoring group is not the property owner (Civic Event).
9. Civic Events may be allowed in any district, but only when sponsored by a non-for-profit, religious, philanthropic, or civic group or organization.
10. 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. No civic event may operate after 11:00 p.m.
11. Use Permits are subject to regulations set forth in Chapter 13-13 of the Avon Zoning Ordinance.
12. 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)

*Email Contact: _____

5. DISCLOSURE STATEMENT (To be completed by applicant)

I _____, being duly sworn upon my oath state as follows:
(Applicant or Applicant Representative. Please Print)

(CIRCLE APPLICABLE PROVISION BELOW)

- A. 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.
- B. List any and all contracts, arrangements or financial agreements, and all entities to such contracts arrangements or financial agreements: _____

Signature

Date

6. SPECIAL STATEMENT (Please read and sign below)

Recent events in Avon, including charity car-wash fundraisers, have been characterized by participants standing on the pavement of US 36 while waving signs in an attempt to attract attention to the event. These individuals have been waving signs in in parking lots, roadside ditches, on the paved shoulder, and within the travel lanes of US 36.

These practices are prohibited by the terms of the Zoning Ordinance, Chapter 18 – Signs. As Event permits are issued subject to compliance with the terms of the Zoning Ordinance, failure to comply with the terms of the Zoning Ordinance during your Event will result in the revocation of your permit and the termination of your event by Town Staff, as per the enforcement authority established by Chapter 19 – Enforcement of the Avon Zoning Ordinance.

If the Town observes or otherwise becomes aware that persons are attempting to promote your Event by waiving signage or otherwise using participants to try and attract people to your event, Town staff will verbally warn the event organizer to cease the behavior. Should the behavior continue after the warning, Town staff will terminate the event.

The Town has adopted this posture because the practice of waiving signs is VERY DANGEROUS. The Town is acting in the interest of the safety of all persons associated with the event, as well as motorists on rights-of-way within the corporate limits of the Town of Avon in enforcing this provision of the Zoning Ordinance.

Signature

Date

----- FOR OFFICE USE ONLY -----

Date Received: _____ Receipt #: _____ Permit#: _____

Reviewed By: _____ Application Approved Denied

Conditions of Approval: _____



**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)