

Special Event / Temporary Use Permit Application



Permit # _____

Reference Allen Land Development Code, Section 6.04, for additional requirements.

Site Information		
Property Address / Location:	Suite #	Business / Event Name
Special Event <input type="checkbox"/> Carnival / Circus / Fairgrounds (max. 3 day event) <input type="checkbox"/> Seasonal Sales (firewood, plants, produce, snow cones) <input type="checkbox"/> Christmas Tree Sales (Nov. 15 - Jan. 1) <input type="checkbox"/> Promotional Event <input type="checkbox"/> Other Special Event:		Temporary Use / Building <input type="checkbox"/> Construction Office <input type="checkbox"/> Sales Office <input type="checkbox"/> Church / School Accessory Building <input type="checkbox"/> Other Temporary Use:
Description of Event		
Describe the proposed event, include all activities:		
Begin date:	End date:	
Submittal Requirements		
<input type="checkbox"/> Site Plan showing the existing property, location of event, proposed activities and signage <input type="checkbox"/> Health Permit, if applicable, for food sales <input type="checkbox"/> Copy of sales tax permit, if applicable		
Applicant Information		
Name	Address	City, State, Zip
Phone	Email	Fax
If application is being made by a non-profit agency, name of agency:		
I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances, Adopted Codes and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or his duly authorized agent. Permission is hereby granted to enter the premises and make all inspections.		
APPLICANT NAME:	SIGNATURE:	
CONTACT PHONE:	Applicant is: <input type="checkbox"/> Property Owner / Representative <input type="checkbox"/> Other	
PROPERTY OWNER NAME:	SIGNATURE:	
FEE PAID:	R'CV'D BY:	DATE:
ISSUED BY:	DATE:	