

TOWN OF CONWAY
TEMPORARY EVENT PERMIT APPLICATION

Fee: \$25.00 total

PROPERTY OWNER: Name: _____

Mailing Address: _____

Daytime Phone #: (____) _____

BUSINESS/APPLICANT: Name: _____

Mailing Address: _____

Daytime Phone #: (____) _____

Email Address: _____

SITE IDENTIFICATION: PID: _____ Zoning District: _____

Street Address: _____

DESCRIPTION OF EVENT, LOCATION ON PROPERTY AND DATES

Description of Event: _____

Will there be a tent (greater than 120 s.f.)? No __ Yes__ If yes, attach copy of Fire Chief Approval.

Location on Property (Please include rough sketch): Attached: ____ **On Back:** ____

Dates (Max. 14 days per year/site): _____

SIGNAGE: In conjunction with approved Temporary Events – signage up to twenty (20) square feet in area may be displayed and this may take the form of a banner. The sign may only be displayed during the Temporary Event and has to be set back a minimum of five (5) feet from any platted right-of-way and ten (10) feet from all other property boundaries. Maximum sign height shall be eight (8) feet and maximum sign width shall be ten (10) feet.

Location and type of signage to be used: _____

CERTIFICATION

I hereby certify that all information presented as a part of this application is, to the best of my knowledge, correct.

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Fee Submitted with Application: \$ _____ CASH: _____ CK#: _____

File Number: _____ Name: _____

Date of Decision: _____

Approved by: _____

Additional Requirements for Temporary Event Permits:

Please submit your Temporary Event permit application **at least** 10 business days prior to the event start date to allow for review and approval.

Conway's Zoning and Site Plan regulations do not allow merchandise, displays, trailers or other vending apparatus to be placed in the buffer and they may not be placed on designated "green-space". Any alterations or additions must be able to function safely within the approved configuration of the site.

In other words, the Temporary Event may not create a potential traffic or parking issue and in most cases, must be located on the paved (parking) area of the lot.

****On the back of the Temp. Event Permit Application please show exactly where on the property the event will be located and where it is in relation to the buffer, green-space and parking.**