



Town of Clarksville

Departments Building & Planning

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Temporary Event Application Information Page

Please read carefully and submit completed application. Incomplete applications will not be processed and will automatically be denied. Please keep this page for your records. Do not submit with application.

What qualifies as a Temporary Event?

The following uses are eligible for approval as a Temporary Event or Temporary Use:

- 1) Outdoor sales, including seasonal sales, excluding fireworks.
- 2) Parking lot sales, sidewalk sales (private sidewalks only), clearance sales, or other temporary sales which, in the opinion of the Technical Review Committee, are similar to uses listed in this section.
- 3) Grand opening and special events.
- 4) Group activities including carnivals, fairs, rodeos, sport events, revivals, concerts, and shows.
- 5) Stands for the sale of agricultural products, including flowers.
- 6) Stands for sale of food.
- 7) Construction yards, offices, or trailers.
- 8) Other temporary uses which, in the opinion of the Technical Review Committee, are similar to the uses listed in this section.

What are the guidelines that a Temporary Event must follow?

Each Temporary Event or Use **MUST** meet the following guidelines:

- 1) The use or event and all its components must be at least 25 feet from any public maintained street, or sidewalk, and not impede vision clearance at any driveway or corner.
- 2) Normal clear paths for handicap accessibility shall not be obstructed
- 3) All unimproved parking areas and main walk areas shall be kept in a manner that is safe and prevents dust.
- 4) All sites shall be completely cleaned of debris, equipment and temporary structures including, but not limited to: trash receptacles, signs, stands, poles, electrical wiring and any other fixtures and appurtenances or equipment connected therewith, within one (1) days after the termination of the temporary use or event.
- 5) Sanitary facilities, either portable, or with written permission of the owner, use of sanitation facilities at the existing building on the site, shall be made available within a reasonable distance on site to all sales persons, employees, attendants, and participants of the activity during its hours of operation.
- 6) No area of public right of way may be used without first obtaining approval from the town council.
- 7) Increased traffic caused by the temporary use or event will **not** adversely affect traffic flow or the surrounding neighborhood or town at large.
- 8) The additional parking required by the temporary use or event will be provided on site, if applicable, or adequate street parking is available in the immediate area.
- 9) The proposed temporary use or event will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.
- 10) The proposed temporary use or event is consistent with the comprehensive plan, zoning ordinance, storm water ordinances, municipal code, and other applicable ordinances.
- 11) If large numbers of people or vehicles may be generated, or if the applicant proposes the closing of streets or increased traffic the event may require approval and coordination with other Town departments, including but not limited to police, street, and additional review by the fire department
- 12) Any additional conditions the Technical Review Committee (TRC) determines is necessary. This could include requiring bond or cash deposit in an amount satisfactory to the town to assure adequate clean-up of the premises, activities that occur on vacant, or undeveloped lots, or involving temporary structures.

Please see reverse side for Application Instructions & Approval Process

Application Instructions:

To be considered a complete application, the following must be submitted

- 1) Temporary Event Application Form
- 2) Originally signed letter of permission of property owner, if a business the permission must be on company letterhead.
- 3) Proof of permits from the Clark County Health Department and other agencies as deemed necessary.
- 4) Certificate of insurance covering the temporary event or use.
- 5) Site plan showing:
 - a) Proposed location of the temporary use or event
 - b) Location of all of components of the proposed temporary use or event including, but not limited to structures, activities, tents, items to be sold, musical equipment, cooking equipment, lights, sign, chairs, tables, temporary structures, portable water, restrooms, etc.
 - c) Location of hard surface area for handicapped parking as required by the zoning ordinance.
 - d) If large numbers of people or vehicles may be generated, or if the applicant proposes the closing of streets or increased traffic the event may require approval and coordination with other Town departments, including but not limited to police, street, and additional review by the fire department.
 - e) Existing and proposed fire lanes, fire hydrants, and methods of fire protection.
 - f) Plan for all waste, including but not limited to liquid and solid.
 - g) Location and size of existing and proposed driveways.
 - h) Location of existing and proposed lighting.
 - i) Distances of temporary use or event components buildings on the property, and within 200 feet.
 - j) Location, size, and number of parking spaces to be used by the temporary use or event.
 - k) Location and method of supplying electric.
 - l) Location of restrooms and sanitation facilities including water.
 - m) Location, size and number of trash receptacles.
 - n) Location and route with hard surface clear path for handicap access.

Technical Review Committee Approval Process:

A temporary use permit is required for all temporary uses or events and must be obtained prior to the event or use. An approval of the Technical Review Committee (TRC) may be needed prior to the issuance of a temporary event or use permit. The Technical Review Committee may approve, deny, or approve with conditions.

The TRC meets on twice a month on the second and last Wednesdays with the first available time slot at 9:30 am. To be placed on the TRC, contact the Planning Department at **(812) 283-1510**. Application and all supplemental documents must be submitted to the Planning Department prior to the TRC meeting.

ELECTRICAL

Please give detailed explanation of any types of electricity or electrical usage for event:

RESTROOM FACILITIES

Number of restroom facilities provided: _____

Are these additional facilities? No Yes

What is the location of each facility? _____

WASTE DISPOSAL

Will additional trash disposal containers be provided? No Yes

Total number of containers: _____

Size of Containers: _____

FOOD

Will food be provided?

No Yes If yes:

Catered

Cooked on site (Health Department permit MUST be submitted with this application)

If cooked on site, what equipment will be used?

SIGNS

No Yes If yes:

Type: _____

Material: _____

Height: _____

Where will the sign(s) be located? _____

How will sign be anchored? _____

If applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

Print Name: _____

Owner Signature: _____ Date: _____

I, the undersigned, acknowledges that the information in this application is correct and accurate.

Print Name _____

Signature: _____ Date: _____