Westfield Community Development Department
2728 E 171st Street
Westfield, IN 46074
317.804.3170
www.westfield.in.gov

Temporary Uses and Events Application

Address of Use or Event Location:_____

Nonresidential Center Name (if applicable): _____

Parcel Identification Number: _____

Property Owner's Contact Information (Please check if main point of contact for application ☐):
Name: _____

Phone Number: (Bus.):_____ (Cell): _____

Email: _____

Business Owner's Contact Information (Please check if main point of contact for application ☐):
Name: _____

Phone Number: (Bus.):_____ (Cell): _____

Email: _____

Type of Use or Event (check all that apply):

☐ Tent Event
☐ Greenhouse Sale
☐ Outdoor Café and Eating Area
☐ Sidewalk Sale

☐ Holiday Tree Sale
☐ Temporary Use and Event Permit Extension
☐ Other:
_____

Time Period of Temporary Use or Event: _____

Will there be cooking or machinery (lighting, generator, cash register, etc.) in operation under a tent?
☐ Yes
☐ No

Required Attachments (your application will not be accepted without items 1-6 below):
1. 8.5"x11" plot plan or sketch that illustrates:
    a. The property lines of the site,
    b. Adjacent uses and zoning,
    c. Location of hydrants,
    d. Existing and proposed buildings or structures,
    e. Boundaries of proposed sales/activity area,
    f. Proposed lighting and method of power,
    g. Number of parking spaces impacted by the temporary event (if applicable),
    h. Proposed traffic circulation (if applicable),
    i. Location and size of proposed signs (if applicable),
    j. Location and method of trash disposal;

Please See Reverse Side For Remainder Of Application

2. Proof of ownership or if the applicant is not the owner of the land, written permission from the property owner for said use or event;
3. If ordinance standards require an Improvement Location Permit or Encroachment Permit, those application shall be submitted with this Temporary Uses and Events application;
4. Proof that reasonable liability insurance is carried depending on the use or event;
5. If alcohol is sold or consumed, proof of appropriate permits from the State of Indiana, Alcohol and Tobacco Commission is required;
6. If cooking or eating is involved in a temporary event, outdoor café or some other eating area, proof of review and approval from the Hamilton County Health Department is required;
7. Any other information necessary to support a thorough review of the project as requested in writing by the Director or designee.

By signing this permit application, I herby certify that:

1. I am fully empowered and duly authorized by any and all necessary action or consent to execute and deliver this application and certification for and on behalf of the party for which I am signing;

2. The party for which I am signing has full capacity, power, and authority to carry out and enter into the obligations required under the permit;

3. This license has been duly authorized, executed, and delivered and constitutes a legal, valid, and binding obligation of the party for which I am signing; and

4. The party for which I am signing agrees to conform to the regulations of the City of Westfield, Hamilton County and the State of Indiana.

I hereby acknowledge and accept that this permit may be immediately revoked by the City of Westfield for the commission of any act, or for failing to act in a manner, that constitutes a violation of any applicable law of the City of Westfield, Hamilton County or the State of Indiana.

_____

Signature of Owner or Authorized Agent   Date

Fees:
A Temporary Uses and Events permit is $100.00. When consecutive permits are applied for, at one time, only one $100 fee shall be charged.

Staff Comments:

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Routing Reviews (Staff Only): ☐ Fire Department ☐ Police Department ☐ Public Works

Please See Reverse Side For Remainder Of Application