



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Submittal of an application does not constitute acceptance for processing until the Director of Administration approves the information provided. Please be sure to attach any necessary maps (sketched or printed), insurance forms (if applicable), and/or additional requirements not listed on the form below.

General Applicant Information

Name of Applicant: _____
Address: _____ Phone: _____
Email: _____ Business/Organization Sponsor: _____

Event Information

Date of Event: _____
Start Time: _____ End Time: _____
Event Location: _____

Description of Event (attach extra sheets, if necessary)

Detailed Needs

Check All That Apply:

- | | |
|--|---|
| <input type="checkbox"/> Banner (Rt 29/36 Split) Confirm Availability | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Street Closing (include detailed map/drawing) | <input type="checkbox"/> Additional Signage (specify location) |
| <input type="checkbox"/> Cones | <input type="checkbox"/> Electric Required |
| | <input type="checkbox"/> Use of City Personnel (Police/Fire/Public Works) *Fees may apply |
| | <input type="checkbox"/> Other (attach additional sheets if necessary) |

**IF ANY ITEMS ABOVE ARE CHECKED,
PLEASE COMPLETE PAGE 2**

Signage Regulations: All requested signage must comply with the current Planning and Zoning Code CH-1137.09 (complete Permit App)

BANNERS: Must be in good repair, no rips or missing eyelets; limited space available; placement up to 14 days (weather permitting); 60sf MAX. – 40sf MIN. Unauthorized signage will be removed; all signage must be retrieved after event is over; the City of Urbana is not responsible for loss or damage

Applicant's Affidavit

The undersigned hereby certifies to the City of Urbana that all information submitted is current and accurate; agree to comply with any conditions which may be prescribed; and confirm that all necessary actions to protect the general public and event participants will be provided. In addition, the undersigned agrees to hold the City of Urbana harmless against any and all liability, loss, costs, damages, expenses, claims or actions that may result from the conduct of the event and the issuance of this request; and agree to be held responsible for all borrowed City property (cones, barricades, etc.) used as requested by this application.

Signature of Applicant: _____ Date: _____

Office Use Only

Date Filed: _____ This application is Approved Denied

Approved by: _____ Date: _____

Additional Conditions: _____

Denied by: _____ Date: _____

Reason for Denial: _____ Date: _____



The City of Urbana | Zoning and Compliance
205 South Main Street, Urbana, Ohio 43078 | (937) 652-4325 | www.urbanaohio.com

SPECIAL EVENT APPLICATION

Updated 3-7-2023

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