



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

SPECIAL EVENT APPLICATION

Updated 01-01-2024

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**

Urbana Fire Division Requirements: Event shall be in compliance with fire code and have a public safety plan for gatherings; all temporary structures shall be in compliance with the fire code; and have a plan in place for emergency vehicle ingress and egress.

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

Approved by: _____ Date: _____

Additional Conditions: _____

Denied by: _____ Date: _____

Reason for Denial: _____ Date: _____



APPLICANT IS RESPONSIBLE FOR THE PICK-UP AND RETURN OF ANY ITEM SUPPLIED BY THE STREET DIVISION (CONES, BARRACADES, SIGNAGE) UNLESS OTHERWISE INDICATED BELOW BY THE CITY OF URBANA STREET SUPERVISOR.

General Applicant Information

Name of Applicant: _____

Address: _____ Phone: _____

Event Information

Date of Event: _____

Start Time: _____ End Time: _____

Event Location: _____

**ITEMS CHECKED BELOW MUST BE PICKED-UP AND RETURNED TO THE STREET DIVISION
416 TAFT AVE. MONDAY – FRIDAY 8AM – 3PM
SCHEDULE YOUR APPOINTMENT THROUGH THE STREET DIVISION
937-652-4334**

Check All That Apply:

- Banner (Rt 29/36 Split) Confirm Availability
- Street Closed Signage
- Traffic Cones - Amount Requested _____ Amount Returned _____
- Detour Signage (with approval)
- Other (attach additional sheets if necessary)

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; 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

Street Supt: _____ Date: _____

Additional Conditions: _____

ITEMS MISSING RELATED REPLACEMENT CHARGES _____ Date: _____

_____ Date: _____



Division of Fire

107 East Market Street, Urbana, OH 43078 | (937) 652 – 4375 | Fax (937) 652 – 4378 |
www.urbanaohio.com

The City of Urbana, Ohio

Attention Food Truck Vendor:

The Urbana Division of Fire has produced this letter to help you make certain that your truck is compliant with the Ohio Fire Code. Below is a list of items that you may utilize as a checklist to ensure your truck will pass inspection. This list is not all inclusive, but it is what the Fire Division feels is most important as it relates to the fire code.

- Proper size and type of fire extinguisher that has been serviced complete with service tag within the last 12 months. A Class K extinguisher is also required for any solid fuels or vegetable or animal oils and fats being used to cook.
- Inspection tags on any suppression devices located in your truck.
- Propane cylinders need to be secured so that they will not fall over in the event that they are collided with.
- No electrical hazards. Examples to include but not limited to; excess usage of extension cords, multi-plug adapters, daisy chaining surge protectors, open electrical boxes, bare or uncapped energized wires, excessively worn electrical cords.
- Combustible storage and supplies shall not be kept near the cooking appliances.
- Must have “no smoking” signs conspicuously posted inside and out.
- Carbon Monoxide detectors must be present and in working order. ONLY exemption is hand propelled carts.

Thank you for your diligence and responsible outlook on adhering to the fire code, subsequently creating a safe environment for our community when your truck is present.