



SMITHFIELD CITY Planning and Zoning

P.O. Box 96
96 South Main Street
Smithfield, Utah 84335
www.smithfieldcity.org

- CATEGORY:**
- INDOOR
 - OUTDOOR
 - BOOTH

- TYPE:**
- FIRST TIME APPLICANT
 - REPEAT APPLICATION (Last Year License) _____
 - APPLICATION AMENDMENT _____

SPECIAL EVENT APPLICATION

A complete application must be submitted at least 45 days prior to the event. Applications not submitted within that time frame may not be approved.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

This application does not constitute a valid permit, but only a request of information.

EVENT NO: _____

DATE RECEIVED: _____

SECTION I: EVENT ORGANIZER/BUSINESS INFORMATION

PARENT BUSINESS/ORGINIZER: _____

EVENT/BUSINESS NAME (DBA): _____

MAILING ADDRESS: _____
STREET ADDRESS (Including Unit Number)/PO BOX CITY, STATE, ZIP CODE

CONTACT PHONE NUMBER: _____

STATE REGISTRATION:
 DBA SOLE PROPRIETORSHIP CORPORATION
 LLC PARTNERSHIP NON-PROFIT CORPORATION

SECTION II: EVENT GENERAL DESCRIPTION (COMPLETE ALL SECTIONS)

EVENT LOCATION:

ADDRESS: _____

START DATE: _____ **END DATE:** _____ **HOURS:** _____

IS THIS EVENT OPEN TO THE PUBLIC FOR A FEE? YES NO

IS THIS EVENT ON SMITHFIELD CITY PROPERTY? YES NO

INSURANCE:

Events on public property must be insured. Contact the Zoning Administrator at (435) 792.7989 to determine insurance needs and for indemnification and Hold Harmless Agreements.

THIS EVENT WILL MOST LIKELY RECUR:

- AT THE SAME TIME EVERY YEAR
- MULTIPLE TIMES DURING THE YEAR
- NEVER - THIS IS A ONE TIME ONLY
- OTHER: _____
- APPROXIMATE ATTENDEES: _____

PROFIT OR NON-PROFIT STATUS

- FOR PROFIT FOR THE BENEFIT OF A NON-PROFIT REGISTERED CHARITY
- FOR THE BENEFIT OF A 501 (c)(3) NON-PROFIT CORPORATION:
 - THE PARENT BUSINESS/ORGANIZER A THIRD PARTY "BENEFICIARY ORGANIZATION"

BENEFICIARY ORGANIZATION: (IF APPLICABLE) INCLUDE CONTACT NAME/PHONE/WEBSITE/EMAIL

TO REGISTER AS A CHARITY WITH THE STATE OF UTAH GO TO: [HTTP://CONSUMERPROTECTION.UTAH.GOV/REGISTRATIONS/CHARITIES.HTML](http://consumerprotection.utah.gov/registrations/charities.html)

SPECIAL EVENT CLASSIFICATION: CHECK ALL THAT APPLY

- RUNNING/WALKING/BIKING CAR WASH
- FESTIVAL/CARNIVAL/PARTY CIRCUS
- CONCERT/PUBLIC DANCE AUCTION
- VENDOR AND CONSUMER SHOW SPORTING
- SEMINAR/WORKSHOP/CONFERENCE
- RALLY/PROTESSET/DEMONSTRATION
- PARADE PROCESSION OTHER
- GOLD AND COIN SHOW

TEMPORARY SALES TAX NUMBER: N/A

I HAVE TEMPORARY SALES TAX NUMBERS FOR VENDORS:

- YES NO

Events organizers are responsible to ensure that all participating vendors have sales tax numbers and state and/or federal licenses, as applicable.

THIS SPECIAL EVENT INCLUDES: CHECK ALL THAT APPLY

- SIGNAGE
- SALE OF ANY MERCHANIDISE - PARENT ORGANIZATION AS THE VENDOR
- SALE OF ANY MERCHANDISE - OTHER VENDOR(S) # OF VENDORS: _____
- FRESH FOOD PREPARATION, SALES, OR SERVICE
- ALCOHOL SALES AND/OR SERVICE
- LIVE ENTERTAINMENT
- OUTDOOR AMPLIFIED SOUND
- TEMPORARY STRUCTURES
- TEMPORARY POWER
- OPEN FLAME (i.e. FIREWORKS, FIRE, COOKING FLAME)
- USE OF AN UNDEVELOPED LOT
- AMUSMENT RIDES AND/OR INFLATABLES
- TRAMPOLINES OR CLIMING WALLS
- USE OF ROADWAY, SIDEWALK, PARK STRIP*
- REQUEST FOR ROAD CLOSURE*
- CROSSING AT LEAST ONE INTERSECTION*

*PLEASE COMPLETE SECTION 'V' ON PAGE 2

SECTION III: EVENT OFFICERS

LEGAL NAME: _____ APPLICATION CONTACT VOLUNTEER EMPLOYEE
HOME ADDRESS: _____ OWNER LOCAL MANAGER OTHER _____
STREET ADDRESS (Including Unit Number)/PO BOX CITY, STATE, ZIP CODE
CONTACT PHONE: _____ **EMAIL:** _____
DATE OF BIRTH: _____ **DRIVERS LICENSE #:** _____ **STATE:** _____
 THIS PERSON CAN BE CONTACTED DURING THE EVENT OR AFTER-HOURS BY POLICE, FIRE, OR ANY OTHER CITY DEPARTMENT

LEGAL NAME: _____ APPLICATION CONTACT VOLUNTEER
HOME ADDRESS: _____ OWNER LOCAL MANAGER OTHER _____
STREET ADDRESS (Including Unit Number)/PO BOX CITY, STATE, ZIP CODE
CONTACT PHONE: _____ **EMAIL:** _____
DATE OF BIRTH: _____ **DRIVERS LICENSE #:** _____ **STATE:** _____
 THIS PERSON CAN BE CONTACTED DURING THE EVENT OR AFTER-HOURS BY POLICE, FIRE, OR ANY OTHER CITY DEPARTMENT

SECTION IV: EVENT DESCRIPTION (IN DETAIL, INCLUDE PICTURES IF POSSIBLE)

SECTION V: USE OF RIGHT-OF-WAY DETAILS

TRAFFIC CONTROL

Approved traffic control is required any time any roadway is to be used and/or any intersection crossed. If traffic control is required, you must attend a meeting with the city to review and discuss the right-of-way closure and traffic control.

RIGHT-OF-WAY PERMIT

Contact the City Engineer at (435) 792.7995, to obtain a right-of-way permit.

QUESTIONS?

Police Department (435) 563.8501
Public Works Department (435) 757.9962
Planning and Zoning (435) 792.7989

TRAFFIC CONTROL WILL BE PROVIDED BY:

(Map of traffic control plan must be provided)

- CERTIFIED, EQUIPPED FLAGGERS THROUGH _____
 SMITHFIELD CITY POLICE DEPARTMENT - \$50/HOUR PER OFFICER
 ROAD CLOSURE - APPROVAL FROM STREETS DIVISION REQUIRED

THE FOLLOWING UDOT SIDEWALKS/ROADWAYS WILL BE USED:

- MAIN STREET/HIGHWAY 89-91
 100 NORTH STREET/HIGHWAY 218
(West of Main Street)

UDOT PERMIT INFORMATION

If using a UDOT regulated right-of-way, apply for a UDOT permit.
For more information go to:
www.udot.utah.gov or call (801) 620.1639

SECTION VI: ENVIRONMENTAL

ARE GARBAGE SERVICES NEEDED: YES NO

EXPLAIN: _____

For information, contact the Environmental Department at (435) 716.9794
For additional storm water regulations contact the Smithfield City Engineer at (435)792.7995.

SECTION VII: NOTIFICATIONS AND VERIFICATION OF AUTHORITY

- 1. MANDATORY REVIEW PROCESS** This application does not constitute a license. ALL applications are subject to the review process. Decisions on special event applications take approximately (forty-five) 45 business days from the submission of a complete application.
- 2. DENIAL OF LICENSE** Application denial is most often the result of: (i) an accurate or incomplete application, and/or (ii) non-compliance with the Smithfield Municipal Code, the Land Development Code, and or applicable building, fire, and environmental codes.
- 3. OTHER REGULATORY BODIES** It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies. Issuances of a Smithfield City license indicates compliance with requirements specific to Smithfield City Business Licensing, and not those of any other agency.
- 4. SIGNAGE** Consult with the Smithfield City Planning and Zoning prior to making temporary signage arrangements. The city planning and zoning can be contacted at (435) 792.7989.
- 5. ANY DEVIATION FROM THE DESCRIPTION OF THE ACTIVITY ON THIS FORM, RENDERS THE LICENSE NULL AND VOID.**

I affirm that: (i) I am an authorized agent of the parent entity over the event or business for which application is being made, and (ii) the information on this form and on all application materials is both complete and accurate to the best of my knowledge.

SIGNATURE

PRINT NAME

DATE