North Whitehall Township

Lehigh County, Pennsylvania

3256 Levans Road Coplay, Pa 18037 Phone: 610-799-3411 / Fax: 610-799-9639

SPECIAL EVENTS PERMIT APPLICATION

LOCATION OF PROPOSED EVENT

EVENT ADDRESS: _____

APPLICANT NAME: _____ **ADDRESS:** _____ **PHONE #:** _____

DATE OF EVENT CONTACT EMAIL **CURRENT INSURANCE INCLUDED** ☐

DATE OF THE EVENT		**RAIN DATE OF THE EVENT**	
START TIME OF EVENT		**END TIME OF EVENT**	
ESTIMATED NUMBER OF ATTENDEES (PUBLIC OR PRIVATE)			

TYPE OF EVENT			
FAIR		**BLOCK PARTY**	
FUNDRAISER		**FIREWORKS**	
OTHER			

WILL ANY FOOD OR BEVERAGE BE AVAILABLE?	**IF YES, IT IS THE RESPONSIBILITY OF THE ORGANIZER TO ENSURE COMPLAINCE WITH ALL PA STATE FOOD SAFETY LICENSING REQUIREMENTS.**
WILL THERE BE ANY ROAD CLOSURES?	**IF YES, WHERE/WHEN, DURATION OF CLOSURE, METHOD OF CLOSURE, EMERGENCY SERVICE ACCESS? FIRE POLICE REQUEST NEEDS TO BE SUBMITTED TO THE TWP.**
WILL ANY TENTS BE ERECTED?	**IF YES, A UCC PERMIT IS REQUIRED FOR TENTS IN EXCESS OF 1600SQFT.**
EVENT PARKING	**LOCATION & NUMBER OF OFF-STREET PARKING SPACES PROVIDED.**

1. All special events permit submissions must include one (1) site plan containing layout of the planned special event Including all information listed above if relevant
2. Proof of Liability Insurance must be provided at the time submission.
3. Property Owner signature is required on this application, or the application will NOT be processed.
4. One check is needed for special events permit application payable to North Whitehall Township for the application fee.

THE INFORMATION PROVIDED ON THIS APPLICATION BY THE APPLICANT(S)/OWNER(S) IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NOTE: SUBMISSION OF THIS APPLICATION GRANTS AUTHORIZED REPRESENTATIVES OF NORTH WHITEHALL TOWNSHIP ACCESS TO THIS PROPERTY AT ANY REASONABLE TIME TO INSPECT AND VERIFY THE PROPOSED USE.

_____ _____ _____

PROPERTY OWNER SIGNATURE REQUIRED **APPLICANT SIGNATURE** **DATE**

FOR OFFICE USE ONLY

Zoning Review Approved/Denied by: _____ (Zoning Officer) _____ (Date)

DATE APPLICATION RECEIVED: _____ **CASH / CHECK #** _____

APPLICATION FEE: $50.00 **SPECIAL EVENTS PERMIT #** _____

SPECIAL EVENTS PERMIT APPLICATION FEE IS NON-REFUNDABLE