



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:** To measure either 20' or 30' long X 3' tall; must in good repair, no rips or missing eyelets; limited space available; placement up to 14 days (weather permitting). 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: **DUMPSTERS MUST HAVE CONES (FRONT & REAR)!** \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ Date: \_\_\_\_\_

Denial: \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICANT IS RESPONSIBLE FOR THE PICK-UP AND RETURN OF ANY ITEM SUPPLIED BY THE STREET DIVISION (CONES, BARRICADES, 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: \_\_\_\_\_