



**Town of Sheridan Application Form  
Temporary Use and Event Application**

For office use only: Permit #: \_\_\_\_\_ Received Date: \_\_\_\_\_

**Applicant Contact Information**

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

Other Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Point of Contact:  Applicant  Property Owner  Other

**Property Information**

Development Name (if applicable): \_\_\_\_\_

Address of Event Location: \_\_\_\_\_

**Event Information**

Please provide a brief description of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Event:**

Model Home  Festival/Bazaar/Outdoor Exposition  Temporary Greenhouse/Holiday Tree

Fireworks Sales  Temporary Classroom  Tent Event

Parade

Will there be any cooking or machinery (Lighting, generators, cash registers, etc.) in operation under a tent?

No  Yes, Describe: \_\_\_\_\_

Required Attachments

- Plot plan or sketch (8.5" x 11") (Showing: property lines, adjacent land uses, location of hydrants, existing structures, proposed structures, boundaries of proposed activities, proposed lighting and method of power, number of parking spaces, (if applicable), proposed traffic circulation (if applicable), parade route (if applicable), location and size of signs, location and method of trash disposal.
- Proof of property ownership (or consent from owner if applicant is not the property owner)
- Other permits (if required for use/event, these are required to be submitted with this application)
  - ILP or Encroachment Permit (submit application with this application)
  - Proof of permits from State of Indiana, Alcohol and Tobacco Commission if alcohol is sold or consumed)
  - Proof of review and approval from Indiana Department of Transportation (if applicable)
  - Proof of review and approval from the Hamilton County Health Department if cooking or eating is involved.
- Proof of insurance (that reasonable liability insurance is carried for the specific use or event)

Applicant Affidavit

*IN WITNESS WHEREOF, the undersigned having duly sworn, upon oath certifies that by signing this application that: (i) I am fully empowered and duly authorized by any and all necessary action or consent to execute and deliver this application and certification for and on behalf of the party for which I am signing; (ii) the party for which I am signing has full capacity, power, and authority to carry out and enter in the obligation required under the permit; (iii) this license has been duly authorized, executed and delivered and constitutes a legal, valid, and binding obligation of the party for which I am signing; and (iv) the party for which I am signing agrees to conform to the regulations of the Town of Sheridan, Hamilton County, State of Indiana.*

*I herby acknowledge and accept that this permit may be immediately revoked by the Town of Sheridan for the commission of any act, or for failing to act in a manner, that constitutes a violation of any applicable law the Town of Sheridan, Hamilton County or the State of Indiana.*

\_\_\_\_\_  
 Applicant/Property Owner/Other  
 Signature

\_\_\_\_\_  
 Applicant/Property Owner/Other  
 Printed

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

\_\_\_\_\_  
 Notary Public Signature

\_\_\_\_\_  
 Notary Public Printed

Property Owner Affidavit

*IN WITNESS WHEREOF*, the undersigned, having duly sworn, upon oath says they are the owners of the property involved in this application and that they hereby acknowledge and consent to the foregoing Application.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed

*Before me the undersigned, a Notary Public in and for said County and State, personally appeared the Applicant, who having been duly sworn and acknowledged the execution of the foregoing Application.*

*Witness my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

State of \_\_\_\_\_, County of \_\_\_\_\_, SS:

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed

*\*A signature from each party having interest in the property involved in this application is required. If the Property Owner's signature cannot be obtained on the application, then a notarized statement by each property owner acknowledging and consenting to the filing of the application is required with the application.*

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Permit Routing Reviews (office use only)

- Community Development
- Fire Department
- Police Department
- Streets and Parks Department
- Other: \_\_\_\_\_