

# City of Fairlawn Zoning, Housing & Residential Building Department

## Special Event Application

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Project Name & Address \_\_\_\_\_

Emergency Contact 1 \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact 2 \_\_\_\_\_ Phone \_\_\_\_\_

Date of special event \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Address (if different than above) \_\_\_\_\_

Crowd Estimate \_\_\_\_\_ Will an entry fee be charged? \_\_\_\_\_ Any outside fuel sources? \_\_\_\_\_

Hours of Operation \_\_\_\_\_ Will security be required? \_\_\_\_\_ Will food be sold or dispensed? \_\_\_\_\_

Will alcohol be sold or dispensed? \_\_\_\_\_ Describe any temporary structures to be erected \_\_\_\_\_

Describe types of activities (such as games, activities, rides, etc.) \_\_\_\_\_

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### PERMIT FEE - \$100.00

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1. Three (3) plot plans must be included with this application showing locations of all temporary structures and signage to be included.
2. Include a copy of proof of insurance.
3. Include any certificates of flammability for any temporary structures to be erected.
4. It is the applicant's responsibility to contact Summit County Department of Building Standards and Health Department for additional regulations and permits.
5. Copy of liquor license if applicable
6. It is the applicant's responsibility to provide security as approved by the Fairlawn Police Dept.

The undersigned (if not property owner) hereby states that authority has been granted by the owner to apply for this permit. The undersigned shall comply with all rules and regulations of the City of Fairlawn, the adopted zoning codes, and the laws of the State of Ohio. Further, all work shall be conducted in a workmanlike manner.

**Please allow 10-14 days for review of this application.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

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

(If you wish to be contacted by email)

**3487 S. Smith Rd. · Fairlawn, OH 44333 · 330-668-9502 / (Fax) 330-668-9546**  
**Email: [bldg\\_zoning@fairlawn.us](mailto:bldg_zoning@fairlawn.us)**