



**MONTGOMERY TOWNSHIP**  
**DEPARTMENT OF PLANNING AND ZONING**  
 1001 STUMP ROAD, MONTGOMERYVILLE, PA 18936-9605  
 Telephone: 215-393-6920 · Fax: 215-855-1498

**Permit #** \_\_\_\_\_ **Blk/Unit #** \_\_\_\_\_ **Fee \$** \_\_\_\_\_ **Ck #** \_\_\_\_\_ **Date** \_\_\_\_\_

### SPECIAL EVENT & TEMPORARY SIGN APPLICATION

A temporary event which may significantly impact public or private property, extend beyond the normal use or standards allowed by the zoning ordinance and exceeds normal vehicular and pedestrian traffic, may require the need for services of the Township's Police and Fire Departments. Such events include, but not limited to entertainment, amusement, cultural recognition, sporting events, arts & crafts or trade shows, sidewalk sales, special seasonal events, special automobile sales/shows, fund raising events and grand openings. Activities may not inhibit or block safe access by emergency responders or adversely impact access and parking required to serve the facility. Company picnics are exempt; unless a temporary structure is erected, which may require a building permit. **At the Regional Shopping Center, indoor special events require a permit but are not limited by the number of events per year. Temporary indoor retail sales at the Regional Shopping Center require a separate permit.**

Temporary sign permits shall be limited to no more than fourteen (14) permits per calendar year. A temporary sign and Special Event permit is limited to maximum of 7-days per permit. Each sign is considered a separate permit. Permits are non-transferable. **Only one (1) ground sign permitted per street frontage, a maximum size of 32 square feet, set back 15' from the curb line and shall not obstruct view of traffic.** Permits for special events or outdoor sales shall be limited to no more than six (6) times per calendar year.

Activities, such as hot air ballooning, skydiving events, hang gliding, bungee jumping, etc. as well as carnivals, circuses, festivals, fairs are not permitted unless the Zoning Hearing Board approves as a special exception. Fireworks displays (unless sponsored by the Township) are prohibited.

Application(s) **MUST** be submitted a minimum of **two (2) weeks** in advance of the event. All vendors or merchants must obtain a Temporary retail sales permit prior to issuance of permit, unless vendor is already registered with the Township.

<b>SITE ADDRESS</b>		
<b>PROPERTY OWNER</b>		
<b>ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>APPLICANT</b>		
<b>ADDRESS</b>	<b>PHONE</b>	<b>FAX</b>
<b>Describe Special Event :</b>		
<b>Number of People</b>		

TYPE OF APPLICATION :	Start Date	End Date
<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Special Event-Outdoor                \$ 50.00 <input type="checkbox"/> Special Event w/ tent \$ 100.00		
<b>TEMPORARY SIGN PERMIT</b>	<b>LIMITED MAXIMUM 7-DAYS PER PERMIT</b>	
<input type="checkbox"/> Temp Sign to 32 SF - 7 per days – ground only \$ 20.00	<input type="checkbox"/> Temp Sign to 48 SF - 7 per days - building \$ 25.00	
<input type="checkbox"/> Temp Sign to 60 SF - 7 per days - building \$ 30.00	<input type="checkbox"/> Temp Sign to 90 SF - 7 per days - building \$ 40.00	
<input type="checkbox"/> Temp Sign p to 120 SF - 7 per days – building \$ 50.00	<input type="checkbox"/> Each additional 7-days - 50% fee at initial issuance	
<b>TOTAL FEE</b>	<b>\$</b>	

# TEMP. SIGN - SPECIAL EVENTS

# REQUIREMENTS

The following requirements must be met prior to the issuance of a Special Event or Indoor/Outdoor Sales Permit. Upon compliance a permit may be issued.

- 1) A site plan clearly outlining the property and the proposed area where event or sales shall occur must be submitted.
- 2) A Temporary Business License shall be obtained for all sales if business is not already registered in the Township.
- 3) Building or Electrical Permits shall be obtained if lighting, temporary construction or sanitary facilities are proposed.
- 4) Staff must approve all signs prior to the issuance of the permit. One (1) temporary sign on the ground (**32 square feet maximum size**) as listed in the Application Type section above shall be allowed per street frontage.
- 5) Liability insurance is required for events that are held on Township owned property. A copy of the insurance certificate must be submitted with the application **naming Montgomery Township as an "Additional Insured"**.
- 6) For applications that include amplified music, the applicant must submit supplemental information regarding noise attenuation measures. No music shall be permitted between the hours of 10:00 p.m. and 7:00 a.m.
- 7) If the event includes a tent or temporary structure, a building permit may be required prior to issuance of the Special Events/Outdoor Sales permit.
- 8) If food or beverages are included in the event provisions for appropriate recycling/trash containers must be provided. Montgomery County Health Department approval may also be required. **The serving or consumption of alcohol is Prohibited.**

## SUPPLEMENTAL QUESTIONS

Please answer the following questions. If more space is needed, please attach additional pages.

- 1) Are there any crowd issues requiring **Police and/or Fire Services**?  YES  NO
- 2) Will alcohol be provided at the event?  YES  NO
- 3) Will tents or structures be erected for the event?  YES  NO How many \_\_\_\_\_ Size \_\_\_\_\_ s.f.
- 4) **Permit cannot be issued until temporary business license(s) is obtained.** Have license(s) **been obtained** for all vendors or merchants not already registered with Township.  YES  NO

*I hereby certify that the information stated on forms, plans, and other materials submitted herewith, in support of the application, is true and correct to the best of my knowledge. It is my responsibility to inform Montgomery Township of any changes to information represented in these submittals.*

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

Property Owner's Authorized Signature

**Events held at Montgomery Mall requires Manager's or Authorized Signature**

The Township Board of Supervisors may at any time revoke and annul this permit for non-performance of, or non-compliance with any of the conditions, restrictions and regulations hereof.

Approved: \_\_\_\_\_  
Zoning Date Building Date

# TEMP. SIGN - SPECIAL EVENTS