

EVENT PLAN APPLICATION

Chapter 170, Section B, Town of Troy Event Plan Requirements

File #: _____

Office Use Only

REQUEST

APPLICANT INFORMATION

Applicant Name: _____ Site Owner (if not applicant): _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone: (____) _____ Daytime Phone: (____) _____

E-mail: _____ E-mail: _____

Date of Event: _____ Hours of Event: _____

Anticipated Attendance: _____

Site Address: _____

FEES

Application Fee: _____ \$ _____ (plus professional

Supplemental Application Fees: \$ _____ x _____ (# of additional requests) \$ _____ fees/expenses)

Total Fees: \$ _____

- All application fees must be submitted with application and are non-refundable.
- Additional fees paid as directed by the Town Clerk.
- Applications are due 90 days before the event start day.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Applicant Signature: _____ **Date** _____

Owner (of grounds) Signature: _____ **Date** _____

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Date Accepted: ____ / ____ / ____ Date Received: _____

Date Accepted as Complete: _____

Fee Received: \$ _____ Receipt #: _____

Town of Troy

Phone:(715) 425-2665
<http://townoftroy.org>

654 Glover Road, Hudson, WI 54016

FAX: (715) 425-2551

EVENT PLAN QUESTIONNAIRE

All event plans are to be consistent with the Town Ordinance related to Event Plans in Chapter 170, Section B.5. Your application will be reviewed by staff and presented to the Zoning Administrator for consistency with the ordinance. A copy of the ordinance is available for review by contacting the Town of Troy office or on the Town website at: <http://www.townoftroy.org>.

To assist in determining how your event relates to the ordinance, please answer the following questions on an attached sheet.

- 1) Describe the proposed event including any public safety issues, amplified sound, access issues, and parking.
- 2) Provide a site plan showing the location of the event, public access, parking, temporary barricades, fencing, trash, recycling, portable toilets, potable water, and access/exterior signs.
- 3) Name and owners, operators, and sponsors of all food booths and food trucks, with verification of health requirements.
- 4) Will wine or fermented malt beverages be sold or provided during the event? If yes, additional licenses may apply.
- 5) Names and addresses of all owners and residents located within 300 feet of the property line. Include notices sent to these adjoining owners/residents.
- 6) Contact information for the security agency of the event.

CHECKLIST FOR EVENT PLAN APPLICATION

- Original plus 6 copies** of application packet to include:
 - Narrative addressing Event Plan Questionnaire
 - Site plan
 - Proof of insurance (include Town as insured)
 - Wine or malt beverage license
 - Notification made to property owners within 300 ft. with names and addresses
 - Copies of food vendor licenses to serve and operate within the State
- Application fee** (non-refundable) payable to: **Town of Troy**.

Please Note: Application materials should not include covers, binders or envelopes. Application packets should be collated and either stapled or paper clipped in the upper left-hand corner

GENERAL EVENT APPLICATION PROCEDURE

Application Submittal and Review: The application must include all items identified on the checklist. After a preliminary review, additional information may be requested. Once it has been determined that all necessary information has been obtained, the application will undergo a staff review and be forwarded to the Zoning Administrator.

Approval: Upon review by the Zoning Administrator, a recommendation is approved with conditions, denied, or forwarded to the Plan Commission and Town Board for action. The approval process may take up to 90 days to complete.

This is a summary of the Event Plan. The specific requirements and procedures are identified in Chapter 170, Section B of the Town of Troy Event Plan Ordinance.