



City of Trotwood, Ohio  
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development  
Phone: (937) 854-7227 Fax: (937) 854-0574

# TENT AND FESTIVAL PERMIT

Date: \_\_\_\_\_ FEES: Festivals \$500 Tents: a) < 100 sq. ft. \$20; b) > 100 sq. ft. \$50

**THE PROPERTY:** Address: \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**THE APPLICANT:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TYPE OF USE/ACTIVITY: Tent

Size of tent \_\_\_\_\_ feet x \_\_\_\_\_ feet Total square feet \_\_\_\_\_

Set back from street pavement \_\_\_\_\_ feet

Flame retardant certificate issued and attached  yes  no

### (OR) Festival

Event Description \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Location of Activities \_\_\_\_\_

(Attach drawing of property showing area where activities will be held)

Evidence of approval of 60% residential owners within 500 feet  yes  no

Public Safety Plan submitted  yes  no Tent Permit required  yes  no

Evidence of liability insurance submitted  yes  no

City Council exemption  yes  no

**I certify that all information and attachments to this application are true and correct to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_ Email \_\_\_\_\_

**Permit #** \_\_\_\_\_ **Parcel ID:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Application is \_\_\_\_\_ approved \_\_\_\_\_ not approved. \_\_\_\_\_ / \_\_\_\_\_  
Planning & Zoning Administrator Date

Application is \_\_\_\_\_ approved \_\_\_\_\_ not approved. \_\_\_\_\_ / \_\_\_\_\_  
Police Department Administrator Date

Application is \_\_\_\_\_ approved \_\_\_\_\_ not approved. \_\_\_\_\_ / \_\_\_\_\_  
Fire Department Administrator Date

# TENT AND FESTIVAL PERMIT INSTRUCTIONS

## ***When is a tent and festival permit required?***

- ❖ Prior to erecting a tent in any zoning district in the City of Trotwood.
- ❖ Prior to commencing any carnival, fair, circus or festival within any General Business or Regional Business District in the City of Trotwood. Such use is not allowed in other Zoning Districts.

## ***What do I have to do to receive a permit?***

- ❖ Complete a Tent and Festival Permit application and submit to the Zoning Administrator's Office along with a drawing showing the location of the proposed activity or use on the property.
- ❖ The information on the application should be in compliance with the requirements of Section 1189.09 (f) of the Zoning Code.

## ***What's the next step?***

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of three (3) business days.

## ***Additional permits?***

- ❖ Discuss the need for other permits with the Zoning Administrator's Office. You also must contact the Fire Department for an inspection prior to using the tent.

## ***Questions?***

- ❖ If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday from 8:00 a.m. to 4:30 p.m. at 937.854.7227.