



MIDDLE SMITHFIELD TOWNSHIP
147 MUNICIPAL DRIVE
EAST STROUDSBURG, PA 18302
570-223-8920
570-223-8935 FAX

APPLICATION FOR SPECIAL EVENT PERMIT

1. Applicants Name: _____
Mailing Address: _____
Phone Number: _____
Email: _____
2. Property Owner Name: _____
Mailing Address: _____
Phone Number: _____
Email: _____
3. Relationship between applicant and owner (if not the same): _____
4. Property Address: _____
5. PIN: _____
6. Event Date: _____
7. Does this event benefit a charitable or public service organization? _____
If yes, please provide name of organization: _____
8. Dates sign(s) will be displayed, if applicable: _____
*Signs may be displayed for 14 days prior to the event and must be removed not later than 2 days following the event.

Submit completed permit application along with the following:

- Detailed drawing of property showing location of event, set up of space, plan for parking, etc. Must also show traffic flow and detail plan for pedestrian safety.
- If you are displaying signs, provide location of sign and drawing or image of sign to be displayed, type of sign, sign area and height.
- Letter from the property owner acknowledging and approving the event.

Signature of Applicant below confirms receipt and agrees to adherence of Zoning Ordinance regulations.

This permit is issued only for the purpose applied for. Any change to the terms of this application after issuance of the Zoning Permit requires an additional application and appropriate fee.

Applicant hereby authorizes members of the Township Board of Supervisors, staff and representatives to enter the property for the purpose of site inspections if necessary.

Signature of Applicant: _____ Date: _____