

**SWATARA TOWNSHIP**

DEPARTMENT OF CODE ENFORCEMENT  
599 EISENHOWER BLVD.  
HARRISBURG, PA 17111

PH# 717-564-2551 FAX# 717-564-5895

**SPECIAL EVENT PERMIT APPLICATION FORM**

NAME OF APPLICANT/VENDOR: \_\_\_\_\_

PRIMARY BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATES OF THE EVENT \_\_\_\_\_

CONTACT NAME & PHONE # \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

IS A TENT BEING USED? \_\_\_\_ IF YES, PROVIDE SPECIFICATIONS FROM SUPPLIER INCLUDING, FIRE RETARDANT MATERIAL, METHOD OF SET UP, FLOOR PLAN OF DISPLAY, EXIT SIGNAGE, FIRE EXTINGUISHERS LOCATIONS AND ALL SAFETY PRECAUTIONS.

ELECTRICAL SUPPLY: \_\_\_\_\_

REST ROOM FACILITIES: \_\_\_\_\_

ATTACH ANY ADDITIONAL INFORMATION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

THE APPLICATION SHALL BE ACCOMPANIED WITH A CHECK TO SWATARA TOWNSHIP IN THE AMOUNT OF **\$150.00**.

**tents over 1600 sf require a Building Permit**

## SWATARA TOWNSHIP ZONING ORDINANCE

Chapter 295, Section 5-G.

tents over 1600 sf require a Building Permit

### G.

Zoning permit for temporary uses and structures.

#### (1)

This chapter shall allow a temporary use or structure for customary, routine and accessory short-term special events, provided that only a nonprofit organization or a permitted place of worship, to primarily serve a charitable, public service or religious purpose, shall be eligible to receive approval for commercial-type activities in a district where a commercial use would not otherwise be permitted.

#### (2)

A zoning permit is not required for temporary storage and office trailers that are necessary to serve on-site construction while such construction is actively underway under a valid Township construction permit.

#### (3)

In addition, Christmas tree sales shall be allowed by right in commercial or industrial districts or as an accessory to a principal nonresidential use during the months of November and December.

#### (4)

Temporary retail sales. Except as provided for in Subsection **G(1)** above, and except for allowed accessory agricultural sales or garage sales, a lot shall only be used for temporary retail sales if all of the following conditions are met:

##### (a)

The property shall be located within a zoning district that allows retail sales.

##### (b)

The operator shall have received any business permits required by the Township.

##### (c)

A maximum of 15% of the off-street parking spaces that are required to serve permanent uses on the lot may be obstructed for temporary seasonal outdoor sales. Where a zoning permit is required, it may establish a maximum number of days for such obstruction.

##### (d)

Any signs visible from a public street shall comply with this chapter.

##### (e)

If food or beverages are sold that are not prepackaged, the applicant shall prove compliance with Pennsylvania health regulations, including having on-site facilities for workers to wash their hands. Proper bathroom facilities shall also be available for workers.

##### (f)

The use shall not obstruct safe sight distances.

##### (g)

Any tents or membrane structures shall meet the Fire Code<sup>[6]</sup> that is in effect in Swatara Township.

#### [6]

Editor's Note: See Ch. 128, Code Enforcement.