



## CANFIELD TOWNSHIP

### **SPECIAL EVENT PACKET AND PERMIT APPLICATION**

*Canfield Township has established a mechanism for regulating the dates, times, location, and conditions under which permittees are authorized to conduct special recreational, entertainment, charitable, or commercial events for individuals to congregate or assemble outdoors for a single purpose within Canfield Township in a manner consistent with maintaining the public health, safety, and welfare of its residents and the visitors who are attracted to Canfield Township for such special events.*

*Any Person, Business or Organization who wishes to have a special event, temporary or seasonal is required to obtain a Special Event Permit from the Zoning Inspector, with the exception of educational and religious institutions.*

Please read all of the information packet and instructions. If you have general questions regarding permit requirements and/or application procedures, you may contact the Zoning Inspector's Office at (330) 533-4239 or email questions to [traci@canfieldtownship.org](mailto:traci@canfieldtownship.org).

## **DEFINITIONS**

- ***Special Event(s) Permit*** A permit issued for a Special Event containing such terms and conditions which the Canfield Township Trustees find necessary to conduct the Special Event in a manner consistent with maintaining public health, safety, and welfare of Canfield Township residents and visitors who are attracted to Canfield Township for such special recreational, entertainment, charitable, or commercial events.
- ***Special Event*** Any outdoor activity or series of outdoor activities open to the public specific to an identifiable time and place; most often produced in conjunction with community organizations; held on public property including street right-of-way, non-profit organization property, business or non-residential private property. A special event includes but is not limited to:
  - Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, sports event, trade show, craft show, public dance, concert or performance;
  - Any activity that may substantially increase or disrupt the normal flow of traffic on any street or highway;
- ***Applicant*** The individual, corporation, partnership, or other entity or organization sponsoring the proposed Special Event and who is responsible for all aspects of the Special Event.
- ***Holder*** An Applicant who has received a Special Event Permit.
- ***Mobile Food Vehicle*** A Food Establishment that is located upon a vehicle including motorcycles and bicycles, or which is pulled by a vehicle, where food or beverage is cooked, prepared, or served for individual portion service. This definition includes but is not limited to: mobile food kitchens, ice cream trucks, mobile food trucks, and coffee trucks. This definition does not apply to “meals on wheels” program vehicles, or food home delivery services.

## **APPROVAL PROCESS**

- The Zoning Inspector may work with the applicant or permit holder to modify a location(s) at any time: before the issuance of a permit or after the issuance of a permit, if it is determined that the granting of a permit or the approval of a location or service route constitutes a public nuisance or otherwise endangers public health, safety or order, or by the request of the permit holder.
- Within thirty (30) days of the submission of a completed application, the Zoning Inspector shall either issue or deny the application for a permit.
- If the application is denied in whole or in part, the Zoning Inspector shall state the specific reasons for the denial. Any applicant who has been denied a permit may appeal such denial by submitting a written appeal request to the Zoning Inspector within ten (10) days of the date of the denial. The appeal shall be heard by the Board of Zoning Appeals within thirty (30) days of receipt of said appeal upon procedures established by the Board of Zoning Appeals. The decision of the Board of Zoning Appeals may be appealed by the applicant to the Mahoning County Common Pleas Court as is provided in Chapter 2506 of the Ohio Revised Code.

## **GENERAL RULES AND REGULATIONS**

- A Holder is solely responsible for conducting the Special Event in compliance with the conditions of the Special Event Permit and for maintaining public safety and order during the Special Event. **Canfield Township does not assume any liability or responsibility by issuing a Special Event Permit.**
- The proposed Special Event(s) shall not begin earlier than 5:00 pm on a weekday and 8:00 am (Saturday, Sunday) and can end no later than 11:00 pm on any day.
- The issuance of a permit does not grant or entitle a Mobile Food Vehicle permission to operate on the property; food vendors must hold a Transient Vendor Permit to operate within the Township.
- A Special Event may take place over a course of one or more consecutive days but not more than seven days. For any such Special Event, only one Special Event Permit Application will be required.
- For Special Events that are scheduled to be held on a regular or recurring basis at the same location within a six-month window and for which a similar setup is required at each occurrence, only one Special Event Permit Application will be required.

Any Special Event Permit may be revoked by the Zoning Inspector at any time when, by reason of emergency, disaster, calamity, disorder, riot, traffic conditions, violation of the rules/regulations or any permit conditions, or undue burden on public services, he or she determines that the health, safety, tranquility, or welfare of the public or property requires such revocation.

The Zoning Inspector will notify the Holder or their designee listed on the Special Event Permit Application in writing, by personal service or certified mail, or, if the Special Event has commenced, orally, in writing, by personal contact or service, or by telephone or text message.