



City of Mentor

Application for Temporary Event

1161.04 SPECIAL PROVISIONS APPLICABLE TO COMMERCIAL ZONES.

- b) Any retail activity, whether for charitable or not for profit purposes or otherwise conducted from a tent or temporary structure is subject to the following performance standards. If, in the judgment of the Director of Planning there are any unusual circumstances or conditions associated with any request, the Director of Planning may forward the application to the Planning Commission for review and approval. Any retail activity use exceeding any one of the parameters one (1) thru four (4) as listed below shall be subject to issuance of a conditional use permit (CUP) as prescribed per Section 1135.01, Conditional Use Permits Required.
- (1) The tent or temporary structure shall be erected for not more than seven (7) days at a given time nor more than two (2) times per calendar year.
 - (2) Activity within the tent shall be related to the principal use of the property, and conducted by the property owner or tenant presently located on the subject property.
 - (3) The hours of operation shall be confined to those normally attributed to the principal use.
 - (4) No music or public address system.
 - (5) A site plan shall be submitted at a scale of 1" = 100' which indicates the location of the proposed temporary structure(s), existing permanent structures, driveways, fire lanes and parking areas.
 - (6) Copy of fire retardant certification for tent or temporary structure as required per the Building Code.
 - (7) Any electrical service to the tent is subject to review and approval by the Building Department.
 - (8) Any proposed signage is subject to the provisions of Chapter 1171.

1165.03 TEMPORARY EVENTS

- a) Temporary events may be permitted in any zoning district but subject to the following performance standards. If, in the judgment of the Director of Planning there are any unusual circumstances or conditions associated with any request, the Director of Planning may forward the application to the Planning Commission for review and approval. Any temporary event exceeding any one of the parameters one (1) thru six (6) listed below shall be subject to issuance of a conditional use permit (CUP) as prescribed per Section [1135.01\(b\)](#), Conditional Use Permits Required.
- (1) The hours of operation shall be confined to those normally attributed to the principal use
 - (2) The sponsor of the event shall be the owner of the property, his agent or assignee
 - (3) Attendance at the event is limited to employees of the property owner/tenant(s) or invited guests, except religious or non-profit events.
 - (4) No music or public address system
 - (5) Lighting shall not cause a disturbance across a residential property line
 - (6) The event shall not exceed five (5) days
 - (7) A site plan shall be submitted at a scale of 1" = 100' which indicates the location of a temporary event, existing permanent structures, driveways, fire lanes and parking areas. (The following specific items shall be highlighted: location of bathrooms, drinking water, emergency services/security, refuse control and setup/takedown).
 - (8) Copy of fire retardant certification for tent or temporary structure as required per the Building Code.
 - (9) Any electrical service to the temporary structures is subject to review and approval by the Building Department.
 - (10) Any proposed signage is subject to the provisions of Chapter [1171](#).
- b) Exemptions: Officially City of Mentor sanctioned events, i.e., IBIM Days and church or school festivals. (1969 Code 150.245)

(REVISION 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)



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Commercial Event Non- Profit Organization Church Event School Event

Applications for Temporary Events shall be filed with the Department of Planning and Development **at least one (1) week prior to the event** to allow time for review of your application. The property owner's signature is required on the application at the time of submission. The applicant will receive a letter confirming the approval or denial of the application once the department reviews have been completed.

EVENT INFORMATION (Please Print)

Event Address: _____

Name of Event: _____

Describe the event:

A site plan of the property is required to be submitted as part of the application. The site plan shall indicate the location and area of the event (with dimensions). If the event will be located on a public or private walk the dimensions of the walk shall also be indicated on the plan.

Date (s) and Time (s) of Event: _____

Parcel Number(s): _____

Ward: _____ Census Tract: _____ Zoning: _____

Name and Address of Applicant: (Print Full Address)

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

Name and Address of Property Owner: (Print Full Address)

Property Owner: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

The undersigned Owner agrees that the above person (applicant shall, for the sole purpose(s) set forth herein, have the full authority to act as an agent for the property owner shall be, for all purposes set forth herein, deemed an agent in the direct employment of the above-referenced for the following purposes (provide a complete description of the scope of the agency relationship):and shall have full power and authority to act in the name of the above-referenced, make application(s), receive information and notices, represent, and bind same in any matters falling within the scope of the purpose(s) set forth herein above.

OWNERS SIGNATURE: _____ **DATE:** _____

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