

## Lower Southampton Township

### **How to Apply for a Special Use Permit**

#### **I. Completing the Application**

Read carefully the *Special Use Permit Conditions* document. Complete in full the *Application for Special Use Permit*. ITEMS 1-5 ARE REQUIRED. If you do not have all the information for items 6-10, complete them to the best of your knowledge.

#### **II. Submitting Your Application**

Make a copy of the completed *Application for Special Use Permit* for your records. MAIL or FAX the original to Lower Southampton Township Department of Parks and Recreation. This and all future applications, insurance forms and payments must also go to this department. Your application must be received at least 45 DAYS PRIOR TO THE EVENT DATE.

#### **III. Reviewing Your Application**

After we have reviewed your application your “contact” will receive a telephone call to discuss the information provided and advise you of the following:

1. The FEE amount for your special use.
2. Whether you will be required to send a DEPOSIT before your application can be processed. This deposit will be applied toward your fee.
3. Whether you must provide INSURANCE specifically for this event and the amount. Refer to the Special Use Permit conditions for details on insurance.
4. Whether your event will require the services of the department’s MAINTENANCE crew. Refer to the Special Use Permit Conditions for details on fees. You will be invoiced for these fees following the event.

The date for your event will be tentatively held for one week following the submission of your application until payment is received. NO PERMIT WILL BE ISSUED AND EVENT DATE CONFIRMED UNTIL ALL PAPERWORK AND PAYMENTS ARE RECEIVED, COMPLETED AND APPROVED.

#### **IV. Obtaining Your Permit**

If your application has been approved and there is a balance due, it must be received 30 DAYS PRIOR TO THE EVENT. A permit will then be mailed to you and your date confirmed.