



Town of Houston, Inc.

P.O. Box 196
Houston, Delaware 19954

Special Event Permit Application

Point of Contact for Event: _____

Phone Number _____ (H) _____ (W) _____ (Fax)

Address _____ City _____ State _____ Zip _____

Legal Property Owner's Name, if not Applicant _____

Phone Number _____ (H) _____ (W) _____ (Fax)

Address _____ City _____ State _____ Zip _____

Property Location: _____ Kent County Map #: _____

Name/Type of Event proposed: _____

Hours and Days of Event: _____

Will the event take place in a public right of way (street, alley, side walk)? Yes or No

Will the event need specific equipment (electric, water, porta-pots, dumpsters, etc)? If so, explain what type:

Notes:

1. All fees are non-refundable, regardless of approval or disapproval of the application.
2. The application must be completed with all questions answered in full (write N/A when Not Applicable).
3. If needed, the appropriate Meeting will be scheduled for the consideration and action.
4. Please include any additional information that the applicant may deem pertinent to their application. Attach additional sheets if needed.

I / We the undersigned hereby formally petition this application to the Town of Houston, Inc. Attached you will find a letter from the property owner allowing the event to take place as stated above.

Application Completed by: _____ Dated _____
Signature

Application received on: _____ / _____ / _____ by _____.

1st Reviewer: [] Approve [] Deny [] Forward Town Official Signature _____

2nd Reviewer: [] Approve [] Deny [] Forward Town Official Signature _____

3rd Reviewer: [] Approve [] Deny [] Forward Town Official Signature _____

Notified Point of Contact of results on: _____ / _____ / _____ by _____.