

CITY OF LOCK HAVEN
SPECIAL REQUEST FORM

Return to the Director of Community Life's Office
20 E Church St, Lock Haven, PA 17745

COMPLETE THIS PORTION	APPLICANT NAME: _____
	APPLICANT'S ORGANIZATION: _____
	ORGANIZATION/APPLICANT ADDRESS: _____ _____
	EVENT: _____
	DATES REQUESTED: _____
	CONTACT EMAIL: _____
	CONTACT PHONE: _____
SIGNATURE: _____	
OFFICE USE ONLY	COUNCIL APPROVAL/RES. NO: _____
	ADDITIONAL MATERIALS REQUIRED? Please specify. (i.e. image proof, insurance certificate) DATE SUBMITTED: _____
	AUTHORIZATION TO INSTALL BY: _____ DATE: _____

Please consider the following rules for requests, outlined in Resolution No. 2021-23 before submitting your request:

Council considers requests for the use of parks, streets, or other city-owned properties under the jurisdiction of the City Council in the following order of precedence:

- | | | |
|---------------------------|--------------------------|------------------------|
| 1. Individual Resident | 2. Resident Businesses | 3. Resident Nonprofits |
| 4. Nonresident Individual | 5. Nonresident Nonprofit | |

For individuals, businesses, and nonprofits not meeting the criteria for individual resident, resident business, or resident nonprofit as defined in the Resolution, the following rules apply to requests to City Council:

1. Applicant must show that the municipality to which the applicant is a resident has received the same application for service or permit request
2. Applicant must show that the municipality to which the applicant is a resident has been denied the request from the applicant
3. The applicant must show that the request serves a county-wide purpose by gaining endorsement from the majority of Clinton County Commissioners at a regular or special meeting of the board of commissioners and provide a letter from the Chief Clerk of Clinton County notifying the city of the commissioners' endorsement of the request.
4. If approval is granted for the use of a park, street, or other city owned property and a cost is incurred by the city, then the applicant must provide written assurance of its intent to cover all costs to make the city taxpayers whole upon being invoiced for those costs.