



SPECIAL EVENT PERMIT

Applicant Name: _____ Today's Date: _____

Address: _____ Phone: _____

Cell/Alternate Phone Number: _____ Email: _____

Date(s) of the event: _____ Name of Event & Description: _____

REQUIRED DOCUMENTATION

An application for a Special Event Permit shall be filed with the Zoning Official by the individual responsible for the event. The application shall include the following:

1. Detailed plans, drawn to scale showing the intended use(s) and activities.
2. Plans showing the intended uses and hours of operation of existing and proposed grounds, structures, parking areas, and outdoor lighting facilities.
3. Plans showing necessary restroom facilities, crowd control/security plans, traffic control and traffic ingress/egress plans, lighting and noise control plans, trash/clean-up plans.
4. Emergency/Safety plan, specifically detailing the size, type, description, and location of all proposed safety-related items and personnel to be included in the event, along with a detailed written Emergency Response Plan describing the proposed safety procedures in the event of an emergency.
5. Written permission from the owner of the land for the days and times of the proposed special event.
6. List of names and addresses of adjacent property owners within 185 feet of the property in question.
7. Any additional information as requested by the Zoning Officer.

I understand that this is only an application and not a guarantee that a permit will be issued. I understand that I am responsible for obtaining the necessary permits/approvals granted by the City &/or any other Agencies required for the above-mentioned event. I understand that I will be held responsible for any conditions imposed by the City for the Special Event, and all City, County, State, or Federal rules, regulations, codes, or laws that are violated during this event.

Applicant Signature

Date

This application is required by City Zoning Regulations regarding Section 405.185, (D), SPECIAL EVENT PERMITS and is not considered accepted until all documentation deemed necessary is received by the Zoning Official.

Section 405.185, (D). *Special Event Permit.* Certain non-conforming events may be held in the "OPR" District by written permission of the Board of Aldermen after written notice to all landowners within one hundred eighty-five (185) feet of the proposed event.

1. A Special Event Permit may be issued by the Board of Aldermen provided that:
 - a. Such an event conforms to the general intent and purpose of this Chapter.
 - b. Such an event is not injurious to the general health, safety, and welfare of the City.
 - c. Such event will not seriously injure the appropriate use and enjoyment of neighboring properties, and
 - d. Such event complies with the regulations of this district and Code as well as any additional restrictions and conditions ordered by the Board of Aldermen.
2. *Application.* An application for a Special Event Permit shall be filed with the Zoning Official by the individual responsible for the event. The application shall include the following:
 - a. Detailed plans, drawn to scale showing the intended use(s) and activities.
 - b. Plans showing the intended uses and hours of operation of existing and proposed grounds, structures, parking areas, and outdoor lighting facilities.
 - c. Plans showing necessary restroom facilities, crowd control/security plans, traffic control and traffic ingress/egress plans, lighting and noise control plans, trash/clean-up plans.
 - d. Emergency/Safety plan, specifically detailing the size, type, description, and location of all proposed safety-related items and personnel to be included in the event, along with a detailed written Emergency Response Plan describing the proposed safety procedures in the event of an emergency.
 - e. Written permission from the owner of the land for the days and times of the proposed special event.
3. *Processing of application.* All Special Event Permit Applications must be submitted a minimum of ten (10) days prior to the Planning & Zoning Commissions' regularly scheduled meeting in order to be placed on the Planning & Zoning Commission's Agenda. Applications for Special Event Permits will not be considered accepted by the City until all of the documentation deemed necessary by the Zoning Officer is received. Upon receipt of an application for a Special Event Permit, the Zoning Official shall forward copies of the application, and accompanying information to the Planning and Zoning Commission affected governmental entities and City staff. The Planning and Zoning Commission shall make written recommendations to the Board of Aldermen regarding the application's compliance with the criteria set forth in Subsection (D)(1) of this Section herein and any recommended conditions for approval of the special event. The Board of Aldermen shall consider the Planning and Zoning Commission's recommendations and any reports from City staff and public or governmental entities before the final review of the Special Event Permit application. The Zoning Officer, at his discretion, may submit a report to the Planning and Zoning Commission setting forth the following:
 - a. The effect of the proposed event on the safety and general welfare of the public.
 - b. The effect of the proposed event on surrounding residential neighborhoods.
 - c. Proposed conditions for the approval of the proposed event.
4. *Determination.* The Zoning Officer shall submit his report and the Planning and Zoning Commission's recommendations to the Board of Aldermen for final consideration. The Board of Aldermen shall determine whether the proposed event meets the criteria set forth in Section D-1 of this Section herein and provide any conditions of approval in writing within fifteen days of determination. A time limitation for the special event shall be set forth if permitted by the Board of Aldermen. **The individual applicant for the Special Event Permit and the landowner shall be responsible for maintaining any conditions of approval prior to, during the course of, and after the conclusion of any approved special event. If any conditions of approval are not maintained prior to or during the course of the event, the Chief of Police shall have the authority to cancel or close the event.**

SPECIAL EVENT PERMIT APPLICATION
CHECKLIST

Name / Type of Event _____

Date / Dates of the Event _____

Proposed Hours of the Event _____

Provide written documentation of permission from the Landowner for the use of the facility during the event

Provide a list of names & addresses of adjacent property owners within 185' of the Event Site

Proposed Activities during the Event (List start & finish times) _____

Total attendance expected _____ Peak attendance expected during the event (list times & activities) _____

Anticipated number of Vendors _____ (Must provide a list of Vendors within (1) week prior to the event to verify licensing) (show the proposed location of vendors on Event Site Map)

Will Alcoholic Beverages be allowed onsite during the Event (BYOB) Yes No

Will Alcoholic Beverages be Served &/or Sold during the Event Yes No

If yes, who will be Serving/ Selling the Alcoholic Beverages _____

Show the Serving / Selling location of Alcoholic Beverages on Event Site Map

Will there be any Temporary Structures used during the Event Yes No

If yes, list the specific size & type of each Temporary Structure _____

(Show the location of each temporary structure on Event Site Map)

Will there be any Temporary Utilities run to the Temporary Structures Yes No

If yes, list the specific size & type of each Temporary Utility _____

(Show the location of each temporary utility on Event Site Map)

Will there be any Overnight Activities during the Event Yes No

If yes, list specific activities. _____

(Show the location of each specific activity on Event Site Map)

Will there be any Open Fires, Fireworks, or Pyrotechnics during the Event Yes No

If yes, list specific activities, _____

(Show the location of each specific activity on Event Site Map)

Number of permanent Restroom Facilities available for use during the Event _____ (Show location on Event Site Map)

Number of portable Restroom Facilities provided for use during the Event _____ (Show location on Event Site Map) Dates that the Portable Restroom Facilities will be delivered _____ & removed _____ from Event Site

Trash / Clean-up Plan Details, Number of people assigned to trash/clean-up responsibilities during the Event _____
Number of Trash Containers _____, Dumpsters _____ provided for use during the event
Dates that the Trash Containers/ Dumpsters will be delivered _____ & removed _____ from Event Site (Public streets are to remain free & clear of all mud, trash & debris generated by the event)

Crowd Control / Security Plan Details, Number of people _____, private security personnel _____ or off-duty law-enforcement officers _____ onsite providing security during the event (list specific type, numbers & times)
List any additional Crowd Control comments &/or concerns. _____

Parking / Traffic Control Plan Details, Show parking (including H/C Parking) locations on Event Site Map and provide a Traffic Control Plan, including the number of people assigned to Traffic Control responsibilities
List any additional Parking / Traffic Control comments &/or concerns _____

Show Lighting Plan on Event Site Map (if applicable)

Provide Noise Control Plan &/or will the event require a Noise Permit Yes No

Provide an Emergency/ Safety Plan & list any Emergency Medical Services that will be onsite during the event.
List any additional Emergency / Safety comments &/or concerns. _____
