



SPECIAL EVENT APPLICATION

Planning & Zoning

140 Stonewall Avenue West, Suite 202, Fayetteville, GA 30214
770-305-5421

SPECIAL EVENTS REQUIRE A CONDITIONAL USE PERMIT. A COMPLETE APPLICATION MUST BE SUBMITTED TO THE PLANNING AND ZONING DEPARTMENT AT LEAST **60 DAYS PRIOR TO THE PROPOSED EVENT, BUT NOT MORE THAN 6 MONTHS PRIOR TO THE PROPOSED EVENT.**

Special Events must abide by all requirements of the Fayette County Code of Ordinances.

Please submit all documents in pdf format to:

Fayette County Planning and Zoning Department

140 Stonewall Avenue West, Suite 202

Fayetteville, GA 30214

Phone: 770- 305-5421

E-mail: zoning@fayettecountyga.gov

CONDITIONAL USE PERMIT FEE = \$30.00. Please make checks payable to Fayette County.

A submittal that is missing any required documents, or that has inaccurate or out-of-date documents, is not considered a complete application and will not be accepted. Please refer to the checklist on page 3 for a list of required documents.

APPLICANT/AGENT INFO

Name _____

Phone Number _____

Address/City/State/ZIP _____

E-Mail _____

24-HOUR CONTACT (**Required**) _____

OWNER INFO (**Required**)

Owner _____

Phone Number _____

Address/City/State/ZIP _____

E-Mail _____

PROPERTY INFORMATION (*please provide information for each parcel*)

Parcel # (Tax ID) _____

Address/City/State/ZIP _____

Zoning District: _____

Distance to Fire Hydrant: _____

Description of the proposed Special Event (include all types of event activities that are planned):

(If leasing the property, you will need to bring a notarized letter of approval from the property owner and lease agreement)

DATE(s) of the Event _____ **TIME(s)** _____

How many attendees (or ticket sales) will you be expecting? _____

What is the planned Set Up day? _____

Will you be charging admission? ☐ Yes ☐ No **If yes, how much?** _____

Are you leasing the event location? ☐ Yes ☐ No

Will there be someone directing traffic? ☐ Yes ☐ No

Will Alcohol be served? ☐ Yes ☐ No **If yes,** Events proposing to sell alcoholic beverages must apply for a separate permit through the Fayette County Marshal's Office and bring a professional survey.

Will food be sold/served? ☐ Yes ☐ No **If yes,** all food services require prior approval from Environmental Health.

Will there be Portable Toilets at the event? ☐ Yes ☐ No **If yes,** will require prior approval from Environmental Health.

PROPERTY OWNER CONSENT AND AGENT AUTHORIZATION FORM FOR SPECIAL EVENT APPLICATION

(Applications require authorization by ALL property owners of subject property).

Name(s) of All Property Owners of Record found on the latest recorded deed for the subject property:

(Please Print)

Property Tax Identification Number(s) of Subject Property:_____

(I am) (we are) the sole owner(s) of the above-referenced property requesting a permit. Subject property is located in Land Lot(s) _____ of the _____ District, and (if applicable to more than one land district) Land Lot(s) _____ of the _____ District, and said property consists of a total of _____ acres (legal description corresponding to most recent recorded plat for the subject property is attached herewith).

(We) hereby delegate authority to _____, to act as (my)/(our) Agent in this application. As Agent, they have the authority to agree to any and all conditions of permitting which may be imposed by the Board.

(I) (We) certify that all of the information filed with this application including written statements or showings made in any paper or plans submitted herewith are true and correct to the best of (my) (our) knowledge and belief. Further, (I) (We) understand that this application, attachments and fees become part of the official records of the Fayette County Zoning Department and may not be refundable. (I) (We) understand that any knowingly false information given herein by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. (I) (We) further acknowledge that additional information may be required by Fayette County in order to process this application.

Signature of Property Owner 1 _____ Date _____

Signature of Notary Public

Address

Date _____

City, State, Zip

(SEAL)

Phone Number

Signature of Property Owner 2 _____ Date _____

Signature of Notary Public

Address

Date _____

City, State, Zip

(SEAL)

Phone Number

Signature of Authorized Agent	Date
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Signature of Notary Public

Address

Date _____

City, State, Zip

(SEAL)

Phone Number

CHECKLIST FOR SUBMITTALS:

Depending on the scale and scope of the event, may include some or all of the following. Please see page 5 for department contact info and links to pages with the appropriate application forms.

- ☐ Schematic Site Plan
 - Event activity areas
 - Traffic circulation & parking
 - Structures – stages, tents, sanitary facilities, emergency services
 - Food service locations
 - Lighting
 - Production lighting
 - Safety/security lighting
- ☐ Safety Plan
 - Emergency access points
 - On-site first aid station
 - Fire safety plan
 - Law Enforcement communication plan
 - Off-site traffic management
- ☐ Sanitation Plan
 - Restroom facilities
 - Trash collection
 - Post-event cleanup (must be completed within 5 days after the event and will need approval prior from Environmental Health)
- ☐ Food Services Approvals – All food services require prior approval from Environmental Health.
- ☐ Occupational Tax Certificate – Please note that this is obtained through a separate application process, which **must be complete before the Conditional Use Permit may be issued.**
- ☐ Alcohol – Events that propose to sell alcoholic beverages must apply for a separate permit through the Fayette County Marshal's Office.
- ☐ Event Advertisement/Promotional Materials
- ☐ Letter of Authorization from Property Owner (notarized)

PERMITS & INSPECTIONS

Depending on the types of structures and facilities at the event, additional permits and inspections may be required. These may include, but are not limited to:

- ☐ Building permit
- ☐ Electrical permit
- ☐ Fire Marshal inspections
- ☐ Building Safety inspections
- ☐ Environmental Health permits and/or inspections

Sec. 110-169.-Conditional use approval.

bb. *Horse show, rodeo, carnival, car show, and/or community fair or festival.* Allowed in the A-R and C-H zoning districts. Private social gatherings (i.e. birthday party, wedding reception) that do not charge admission or advertise to the general public are not subject to this section.

The following requirements apply:

1. No single event may exceed 3 days in duration and be conducted not more than once per calendar quarter, excluding preparation and cleanup. No events may be held at a location for more than 5 consecutive days.
2. Schematic site plan showing event activity areas, parking & traffic circulation must be included with the application. Off-street parking is required. Site plan shall also address noise abatement concerns by strategically locating noisy activities to minimize their impact on adjacent properties.
3. All events are subject to the County's Noise Control Ordinance.
4. Depending on the size and use of the element, tents, temporary structures such as stages and other elements may require building and electrical permits and/or Fire Marshal approval.
5. Events and event activities, including all productions and shows, shall end at 10:00 PM.
6. Production and Entertainment lighting shall not be permitted after 10:00 PM. This restriction does not apply to safety and security lighting.
7. Safety plan, including emergency access points, on-site first aid station, fire safety plan, law enforcement communication and coordination, and off-site traffic management, as necessary.
8. Sanitation plan, including restroom facilities, trash collection and post-event cleanup.
9. Food services require approval from the Department of Environmental Health.
10. Events that charge admission fees or sell admission tickets shall be considered a commercial business activity and shall obtain an appropriate Occupational Tax Certificate with the County.
11. Applications for events shall be submitted at least 60 days prior to the proposed event, but not more than 6 months prior to the proposed event date.

DEPARTMENTAL CONTACTS & INFORMATION:

- Planning & Zoning -- 770-305-5421
 - Questions about zoning, conditional use permits & site plan requirements
 - Questions about OTC process
- OTC – Occupational Tax Certificate – Required for commercial events – events that charge admission or sell tickets.
 - [Occupational Tax: Fayette County Georgia. \(fayettecountyga.gov\)](https://www.fayettecountyga.gov/departments/finance/occupational_tax_certificate/)
https://www.fayettecountyga.gov/departments/finance/occupational_tax_certificate/
 - Applications are submitted through an online portal, SagesGov.com. Please refer to the page listed above for links, forms, and instructions on using SagesGov.
- Environmental Health -- 770-305-5415
 - Sanitation plans
 - Food service permits
 - [Fayette County Environmental Health: Fayette County Georgia.](https://www.district4health.org/environmental-health/)
<https://www.district4health.org/environmental-health/>
- Building Safety Department -- 770-305-5403
 - Building permits
 - Electrical permits
 - Inspections
- Marshal's Office – 770-305-5417
 - [Alcoholic Beverage Forms: Fayette County Georgia. \(fayettecountyga.gov\)](https://fayettecountyga.gov/departments/marshal/forms.php)
<https://fayettecountyga.gov/departments/marshal/forms.php>
- Fire Marshal -- 770-305-5414
 - Permits & Inspections
- Finance Department -- 770-305-5413
 - To pay fee & receive Occupational Tax Certificate
- Tax Assessor's Office – Sonya Kennedy 770-305-5268
 - Events held on Properties under Conservation Use Agreements may violate the CUVA. Please contact the Tax Assessor's Office
- Sheriff's Office – Non-emergency – 770-461-6353
 - Safety plan
 - Traffic plan

(THIS AREA TO BE COMPLETED BY STAFF)

[] Application Insufficient due to lack of:

Staff: _____ Date: _____

[] Application and all required supporting documentation is Sufficient and Complete

Staff: _____ Date: _____

DATE OF PROPOSED EVENT: _____

DATE OF COMPLETE APPLICATION SUBMITTAL: _____

Received from _____ a check in the amount of \$ _____ for application filing fee, and \$ _____ for deposit on frame for public hearing sign(s).

Date Paid: _____ Receipt Number: _____