

CITY OF FAYETTEVILLE, GEORGIA
Application for Special Events

Permit # _____
Fee: NA

Notice: Any/All special events conducted within the city limits are subject to all applicable sections of the City's Zoning Ordinance and the Sign Ordinance. The term "special event" or "event" shall mean any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration or a fundraising for a non-profit organization. **Organizations and non-profits engaged in fundraising activities must provide the additional information requested pertaining to non-profits which is found on the attached adherence checklist.**

The use of tents larger than 3,600 square feet requires a separate Tent Permit. In addition to this completed application, the applicant must submit a site plan (five copies required) including the location of all tents, canopies and other structures, driveways, streets, property lines, and other significant site features as needed to review the application.

Once this application is approved by the appropriate parties, it is required to be displayed onsite by the applicant or made available for inspection at all times during the event.

Applicant/Business Information

Applicant/Business Name _____ Telephone # _____

Project Address _____

Business License # _____

Property Owner _____

Owner Address _____

Authorized Agent (if applicable) _____

Contractor (if applicable) _____

Responsible Party _____ 24-hour Phone Number _____

Who will be responsible for clean up after event etc. _____

Describe the proposed event.

Date: _____ Duration of event: _____

****The submittal of this application does NOT constitute approval. You will be contacted regarding approval or denial of this application. You will be contacted within two weeks regarding approval or denial of this application.

Signature of Applicant _____ Date _____

Planning & Zoning Department _____

Engineering _____

Police _____

Fire _____

Building Department _____

This application has been **approved/denied** with the following comments or special conditions:

By: _____ Date _____

Adherence Checklist

Applicants who wish to conduct Special Events shall adhere to the following:

- If a tent is to be used during special events, a completed and approved tent permit will be required in accordance with Section 94-321 of the City Code of Ordinances.
- Special events shall only take place on the property location requested by the applicant.
- Applicants shall be allowed to conduct special events on said property provided that it in no way impedes the safe and efficient flow of pedestrian and vehicular traffic on the site.
- Applicant must allow a minimum five-foot clear area for sidewalk displays as measured from the outside of the curb to facilitate pedestrian passage on side sidewalk.
- The duration of special events each day shall be limited from 7:00 am to 10:00 pm unless otherwise approved by the City.
- The total duration of special events held by an individual or organization shall not exceed five consecutive days in length unless approved by the City Manager.
- Another Special Event permit shall not be issued to the same applicant or organization until 90 days has elapsed between each permit issuance.
- A Special Event permit shall not be granted to an applicant more than 3 times during one calendar year.
- For special events, the total maximum area that may be occupied for commercial vendors who do not have businesses on the property shall be 10% of the event area or 500 square feet, whichever is less.
- One 5 square foot sign may be allowed. There will be no other signage allowed in connection with the special events.
- Any and all lighting associated with a special event must be depicted on the site plan and approved by the City. Applicants may be asked to elaborate on such items as lighting source, illumination levels, etc. Blinking lights, spot lights, and similar lighting that is designed to attract attention is not permitted.
- City sponsored events are exempt from these permitting requirements.
- Any applicant conducting or associated with a fundraising activity must provide proof of non-profit status.**
- Any applicant conducting or associated with a fundraising activity must show proof that no less than 75 percent of proceeds go to the non-profit organization.**