



PLANNING &  
CODES

# Application for Outdoor Festival Permit

Festival Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Dates of Festival: \_\_\_\_\_ Times: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ (must be submitted within 15 days of the event)

Organization/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Record Owner of Property/Agent\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Property ID(s): \_\_\_\_\_ Site Acreage: \_\_\_\_\_

Zoning: C or I or P (Outdoor festival are only permitted in Commercial, Industrial or Public zoned properties)

Legal Description: \_\_\_\_\_

**\*\* See Next Page for Outdoor Festival Site Plan Requirements\*\***

Fee:	Received by:	Date:
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**\*Note: An agent must furnish a signed "Letter of Authorization" from the owner, when submitting this application**

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## Outdoor Festival Site Plan Requirements

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The following information shall be shown on each site plan submitted to the Planning Department with an application for an Outdoor Festival Permit. Two copies of the site plan shall be submitted initially with the application.

Provide the following general information and data requirements pertaining to the outdoor festival. Please refer to the Unified Development Code, Section 2.15 for further information

1. General information or data requirements to be shown directly on site plan

- a. Address of the proposed outdoor festival
- b. The location of parking areas, restrooms and drinking water and/or food preparation areas
- c. The locations of all existing structures and any proposed temporary structures
- d. All streets surrounding the property and access points

2. Associated documentation

- a. A copy of the agreement between the landowner and the applicant, if different
- b. A security and access plan to include inclement weather provisions and crowd control measures
- c. A detailed description of the health and sanitation preparations for the event and its compliance with the minimum standards
- d. A complete list of similar events the applicant has promoted within the past three years (include dates, times, and location of each event)

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I, being the undersigned applicant, understand that all of the conditions, dimensions, temporary buildings and structures, and parking areas depicted on the site plan shall be adhered to as amended and approved by City Council.

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_