



## PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905  
1048 Carriage Oaks Drive  
Carthage, NC 28327  
Planning: 910.947.5010  
Central Permitting: 910.947.2221  
Fax: 910.947.1303  
www.moorecountync.gov

### TEMPORARY EVENT APPLICATION PACKET

Temporary Event (Special Event) Unified Development Ordinance Section 8.116:

**Definition.** A group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, or non-routine activity, within the community that will bring together a large number of people including, but not limited to, cultural events, musical events, celebrations, festivals, fairs, carnivals, circuses, and communal camping.

**Standards.** Special events cannot be held longer than 14 consecutive days once every 6 months on the same lot. The owner of the property shall authorize in writing for the event to be held on the property. The temporary parking lot can be located on the same site as the activity or as a satellite parking lot. The use of public street right-of-ways for parking shall be prohibited. Activities creating loud noises (horns, speakers, music) shall not be located within 1,000 feet of residences not located on the site without written permission from the property owner(s). Structures associated with the use shall be permitted provided they are removed at the end of the event. Permanent signs are prohibited. All temporary signs shall be approved under Section 7.16 (Signs).

#### Causes for Denial.

- The application contains intentionally false or materially misleading information.
- There is a finding that the special event would create an unreasonable risk of significant damage to public or private property, beyond normal wear and tear, injury to persons, and other adverse effects upon the public health, safety, or welfare.
- The special event is of such a nature, size, or duration that the particular location requested cannot reasonably accommodate the event.

#### Additional Conditions.

In approving the special event, the Administrator is authorized to impose such conditions to minimize any potential adverse impacts including the following:

- Provision of temporary parking facilities, including vehicular access and egress.
- Control of nuisance factors such as the prevention of direct illumination of abutting properties, noise, vibrations, smoke, and dust.
- Location and size of temporary buildings, structures and facilities.
- Provision of sanitary, medical facilities, and solid waste collection and disposal.
- Provision of security and safety measures.
- Modification or elimination of certain proposed activities including limitation of the duration of the special event to a shorter time period.

**Supplemental.** Zoning approval is contingent on required approvals from the Moore County Department of Environmental Health, Department of Public Safety, NCDOT Driveway Permit Approval, and other applicable state, local, and federal laws.



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Temporary Event Permit Application			
Name of Event:			
Location/Address of Property: <span style="float: right;">(NCDOT Driveway Permit may be required)</span>			
Property Owner Name:			Phone:
Address:	City	St:	Zip:
Sponsoring Organization / Person(s): <input type="checkbox"/> Non-Profit <input type="checkbox"/> Individual <input type="checkbox"/> Commercial			
Sponsor Name(s):			Phone:
Address:	City	St:	Zip:
Event Coordinator Name:			Phone:
Address:	City	St:	Zip:
Describe your event:			
Number of People Expected:		Ages Expected:	
Date of Event:		Rain Date:	
Time of Event Begins:		Time of Event Ends:	
Advance Set-up begins:		Advance Set-up ends:	
Is event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO		Admission Charged?    If so, how much?	
Tents (including canopies)? <input type="checkbox"/> YES <input type="checkbox"/> NO		How many tents and what sizes?	
Food offered? <input type="checkbox"/> YES <input type="checkbox"/> NO		Describe food:	
Alcohol offered? <input type="checkbox"/> YES <input type="checkbox"/> NO		Describe alcohol:	
Amusement rides? <input type="checkbox"/> YES <input type="checkbox"/> NO		Describe rides and attach insurance:	
Portable toilets? <input type="checkbox"/> YES <input type="checkbox"/> NO		How many?	
Electricity needed for event? <input type="checkbox"/> YES <input type="checkbox"/> NO		Electrical generators used? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Amplified Sounds System used? <input type="checkbox"/> YES <input type="checkbox"/> NO		Provider Name & Phone:	
How do you plan to handle increment weather?			
Attach a site plan of the layout of the event indicating location and sizes of tents, seating plan, location of portable toilets and all event activities (such as rides, food preparation, etc.), where electricity is needed, trash cans, streets and parking lots to be utilized and/or closed, and other items/ activities.			
I hereby certify that all information in this application is correct and all work will comply with the State Building Code and other applicable State and local laws, ordinances and regulations. The Planning Department will be notified of any changes in the approved plans and specifications for the project permitted herein.			
Owner Signature: _____			Date: _____
Event Coordinator Signature: _____			Date: _____