



## Special Outdoor Event Permit Requirements & Application Checklist

Every special outdoor event on a property shall require approval of a permit by the Community Development Director and shall comply with the following per UDO Section 2.05.DD:

1. Special outdoor events; frequency and duration.
  - a. A special outdoor event shall not last longer than 15 days, and may not occur more often than four times in any calendar year on the same property, except on any developed non-residential lot having more than 5,000 parking spaces.
  - b. Any two special outdoor events on the same property must be separated by at least 30 consecutive days, except on any developed non-residential lot having more than 5,000 parking spaces.
2. Special outdoor events; requirements.
  - a. Adequate parking and traffic maneuvering space must be located on the same property as the special event.
  - b. Evidence of liability insurance in an amount of \$1,000,000 injury total, \$500,000 bodily injury to any person and \$100,000 property damage shall be submitted as part of the application for permit approval.
  - c. Signage proposed for the special event must be specified and approved as a part of the permit approval.
  - d. The Community Development Director may impose special stipulations of approval, including but not limited to the requirement to hire adequate security personnel and personnel to direct traffic.

Additionally:

- A building permit is required for outside tents, stages, and amusement devices.
- Only City of Douglasville Law Enforcement may be used as security. This may be arranged upon approval of a Special Outdoor Event Permit

**Applications for a Special Outdoor Event Permit shall be accompanied by the following documentation:**

- Map or Site Plan of event
- Consent of property owner
- Proof of insurance
- Fire Retardant Certificate (if tents are used)
- \$100.00 Application Fee

**Applications can be emailed to [zoning@douglasvillega.gov](mailto:zoning@douglasvillega.gov) .**

Permit No.

**Business Information**

Business Name Business License No.

Permanent Address/Location (if applicable) City State Zip

**Applicant**

Applicant Name

Mailing Address City State Zip

E-mail Address Phone

- Will there be temporary stages, tents, or amusement devices?  Yes  No *If yes, please indicate on site plan*
- Will the event require obstruction of the street or sidewalk?  Yes  No
- Will the event require security?  Yes  No *(Subject to determination of CDPD)*
- Will Mobile Food Vending Units be serving on site?  Yes  No *Vendors must have a City-issued permit*
- Will there be any signage on site during the event?  Yes  No *If yes, please indicate on site plan*

**Event Description**

Event Location	Dates	Hours of Operation

**Applicant Signature**

*I hereby certify that all information provided herein is true and correct.*

Applicant Signature Date

**Approved**     **Denied**

City Staff Date