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12000 Findley Road, Suite 400, Johns Creek, GA 30097

SPECIAL EVENT PERMIT APPLICATION (Administrative Permit)

Under the provision of Article XIX of the Zoning Ordinance, application is hereby made to obtain an Administrative Permit for a Special Event as follows:

EVENT INFORMATION:

Location of Event (address, tax parcel I.D.): _____

Type of Event/Description: _____

Beginning Date: _____ End Date: _____

Hours of the Event: _____

Will the event be serving/selling alcohol*: Yes No

Will there be a tent at the event*: Yes No If yes, what is the size of the tent: _____

**If yes, please note that additional applications, materials, and fees may be necessary.*

APPLICANT CONTACT INFORMATION:

Name: _____ Business Name (If Applicable): _____

Telephone #: _____ Email: _____

Address: _____

24 Hour Contact for Event, if different from applicant (name and phone number):

Name: _____ Telephone #: _____ Email: _____

Applicant's Certification, Affidavit, and Signature

Proposed Event: _____

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development. Further, Applicant states, understands that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for Administrative Permit, the permit issued for the subject event/use will immediately become void and will not be reissued for the same location.

Applicants Signature: _____

Sworn and Attested before me on this _____ day of _____ 20_____.

Signature of Notary: _____

(affix seal here)

PROPERTY OWNER CONSENT LETTER:

To Whom It May Concern:

I hereby authorize _____ and any of its agents to obtain all necessary special event permits and documentation needed to conduct the special event at the following address:_____.

Name of Property Owner:_____

Address of Property Owner:_____

Phone Number:_____

Email:_____

Sworn and Attested before me on this _____ day of _____ 20 _____

Signature of Notary:_____

(affix seal here)

Additional Required Exhibits:

- A Site Plan to scale showing the street address of the property upon which the proposed use is to be located, the proposed location of use on property and the distance of the use from the subject property's boundaries, the subject property's setbacks and buffers and all existing structures or buildings on the subject property. See section 19.3.3; Event, Special Indoor/Outdoor, of the Johns Creek Zoning Ordinance, for other applicable requirements. (Page 4 of this application)

The proposed location of any tent(s) erected for use during an event, and the distance from the tent to adjacent residential structure(s) shall be shown on the Site Plan. All tents that are 400 square feet in size or greater, the applicant must provide a valid copy of the Fire Resistant Certificate with the completed application.

For Events That Occur In the Right-Of-Way:

- Traffic mitigation plan
 - Emergency Service/Public Safety Plan
 - Certificate of Insurance
- (i) Name, address, and telephone number of the person, if the applicant is an individual, or the name, address, and telephone number of an applicant corporation, partnership, organization, or group;
 - (ii) Date, time, and location where the proposed event is to take place, including proposed routes of travel on public streets to be used for the event;
 - (iii) Description of activity involved with the event;
 - (iv) An approximate number of persons, animals, and vehicles which will be involved with the event;
 - (v) Names, home addresses, and telephone numbers of individuals involved with the applicant, if not an individual, who have oversight responsibility for the organization and conduct of the event on behalf of applicant;
 - (vi) A description of any recording equipment, sound amplification equipment, signs, or other attention getting devices proposed to be used during the event;
 - (vii) Plans for disposal of trash and cleanup of event area; first aid provisions; vehicle and trailer storage provisions; and toilet facilities available to event participants; and
 - (viii) Any additional information which the City Manager may find reasonably necessary to the fair administration of this chapter which may include a complete record of all arrests and convictions against the applicant and every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state, or federal government, other than minor traffic violations.
- The application shall be signed and sworn to by the applicant if an individual, or by a partner, if a partnership, or by an officer, if a corporation.
 - All information furnished or secured under the authority of this article shall be kept and maintained by the City and shall be utilized only by the officials of the City responsible for administering these provisions.
 - Any false statement in an application for a permit may be grounds for revocation or denial of the permit application.

19.3.3. *Event, Special Indoor/Outdoor.* As applicable, special events are subject to the requirements of other City of Johns Creek Departments, such as Emergency Medical Services Plans, Emergency Planning and Preparedness Plans, tent permits, pyrotechnics permits, food service permits, etc.

A. *Required Districts:* O-I, MIX, C-1, C-2, M-1A, M-1, AG-1; residential districts in conjunction with an institutional use, such as a place of worship or a school, or for the benefit of charity such as tours of homes, show houses, and the like; or for filming activities; and in a CUP in conjunction with a commercial use. Private events on private property do not require an events permit.

B. *Standards:*

1. No more than two Administrative Permits shall be granted per year and no permit shall be effective for more than 14 consecutive days for a single event on the same property. An application for said permit shall be made no less than 14 days prior to the event. Said permit must be posted on site such that it is visible from the street.
2. The hours of operation shall be 8:00 a.m. to 8:00 p.m., Sunday through Thursday and 8:00 a.m. to 10:00 p.m., Friday through Saturday.
3. Two copies of a drawing, no larger in size than 11" x 17", with dimensions (distances in feet) of the activity's location from the site's property lines and other minimum distance requirements as specified by this Section shall be submitted to the Department of Community Department for approval. Said drawing shall also depict north arrow, curb cuts and traffic patterns.
4. The applicant shall provide a notarized written permission statement of the property owner or lease holder of the subject site to the Department of Community Development. A 24-hour contact number of the property owner or lease holder shall be provided along with permit application.
5. The entire property shall comply with the zoning district's setback requirements.
6. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use.
7. No tent, table or other temporary structure shall be located within 250 feet of a residential structure.

Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit.

All tents are subject to the approval of the Fire Department.

8. Sales from vehicles are prohibited.
9. The entire property shall comply with the City of Johns Creek parking requirements.
10. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
11. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
12. Signage shall be in accordance with Article 33.

Administrative Permit Route Sheet (Must Accompany Application for Administrative Permit Approval)

EVENT: _____

DATES OF EVENT: _____ SUBMITTAL DATE: _____

Comments back by: _____

Please note: If we do not receive comments by this date, we will assume you have no objections to the request

Department:	Planning & Zoning	Public Works	Administrative Services	Fire	Police	City Manager (Signature Required if in Right-Of-Way)
Comments:						
Approved by:						
Date:						