



SPECIAL EVENT PERMIT PROCESS GUIDE

The Community Development Department will accept applications for Special Event Permits. A complete description of the Special Event Permit process and regulations may be found in **Article 8-8** of the Town Code.

Permit Required

A Special Event Permit is required for a wide variety of events or short-term activities that may impact neighboring properties, and that involve: the use of temporary structures; the temporary use of residential property for commercial or charitable purposes; the use of pyrotechnics or other temporary displays visible or audible off the property; the temporary use of public rights-of-way; or the use of temporary signage in the public rights-of-way. Special Events may include, but are not limited to, parades or processions, block parties, film production events, charitable fundraising events, designer and/or showcase home events, home and garden tours, and fireworks displays.

Exemptions to Permit Requirements

The following categories do not require a Special Event Permit, provided they do not involve the use of temporary structures; the use of Town rights-of-way, including valet activities that involve the use of Town owned rights-of-way or valet parking occurring in prohibited areas; aerial activities that involve the use of aircraft or tethered balloons; the use of temporary traffic directional signage in the public rights-of-way; or the use of off-duty police officers for directing traffic in the public rights-of-way:

1. **Garage, Yard or Estate Sales**. The garage, yard or estate sale must sell items that are related to the residential use of that property and goods or items shall not be brought to the residential property from a commercial enterprise or business for the specific purpose of a sale or auction.
2. **Minor Events**. A Minor Event is an event that takes place on private property; has a minimal impact on neighboring properties; and lasts for less than twenty-four (24) consecutive hours, including but not limited to weddings, family reunions, memorials, or other ceremonies.
3. **Certain Charitable Events**. Charitable Nonprofit Organizations, schools, or political fund-raising events in which all of the net proceeds benefit the Charitable Nonprofit Organization, school, or political organization.
4. **Special Use Permit Properties**. Special Events on properties governed by Special Use Permits are exempt from the Special Event permit process, provided that such exempted events are limited to the type of activities that are customary and incidental to the primary uses of the property and do not require the use of temporary structures.
5. **Funeral processions**. A funeral procession composed of a procession of vehicles identified by such methods as may be determined by the Chief of Police.

Prohibited Events

The following activities are prohibited in the Town: carnival, festival, fair, amplified outdoor concert, mechanical amusement ride, circus, outdoor auction, pumpkin sale, Christmas tree sale, haunted house, or similar kind of temporary outdoor exhibition or performance conducted by a commercial entity, and the use of private homes for commercial uses or sales, including such events as auctions, art sales, jewelry or furniture sales, furniture showrooms, or the rental of residential property for a commercial event or purpose, except for film production events or as otherwise specifically allowed herein.

Special Event Application Process

A completed application, including three (3) copies of all submittals and payment of the application fee, must be submitted to the Community Development Department at least 15 days before the scheduled Special Event. The 15-day time limitation may be waived upon the applicant's agreement to waive the appeal provisions of Section 8-8-10 of the Town Code, except for permits that involve a Special Event Liquor License or events that take place on Town-owned property.

Within 15 days after receipt of a complete application, the Planning & Building Director may approve the request; conditionally approve the request with limitations and stipulations; or deny the request with the reason for denial stated. The Director's decision shall be final unless within ten (10) days of the receipt of the decision a written appeal is filed to the Town Manager.

If you have any questions about the application form or the procedure through which it will be processed, please call the Community Development Department at (480) 348-3523.