

CITY OF ASHEVILLE OUTDOOR SPECIAL EVENT PERMIT APPLICATION

COMMUNITY & ECONOMIC DEVELOPMENT - 70 COURT PLAZA - PO BOX 7148 - ASHEVILLE, NC 28802
WWW.ASHEVILLENC.GOV

SELECT ALL CORRESPONDING BOXES FOR EACH ITEM REQUIRED FOR THIS PROJECT

GENERAL DETAILS (check all that apply)

Event Category: Assembly Festival Run/Walk Parade Concert/Performance Block Party
 Roadside Solicitation Educational Private Gathering Other: _____

Title of Event _____ Locations _____

Property Address _____ PIN# _____

Property Owners: City of Asheville Buncombe County Private Property Other _____

Dates of Event _____ Days of Event _____ Public Operating Hours _____

Event Set-up Begins _____ Event Tear Down Ends _____ Total # of Hours Reserved _____

Estimated Event Attendance: Per Day _____ Total Event _____ #-at Peak Periods _____

EVENT DESCRIPTION _____

SPECIAL CONSIDERATIONS (check all that apply)

ALCOHOLIC BEVERAGES FOOD SALES COOKING WITH GREASE MERCHANDISE SALES

PETS OR ANIMALS USE OF EXISTING ELECTRICITY WATER ACCESS SOUND AMPLIFICATION

TICKETED ADMISSION PORTABLE RESTROOMS ANNUAL EVENT 501(C) NON PROFIT ORG

ACCESS TO PARK OFFICE/CONCESSIONS FIELD GATE ACCESS SPLASHVILLE ON DURING EVENT

OPERATIONAL FIRE (description/locations) _____

FUEL TYPE(S) USED: _____

Site plan must include detail on nearest fire hydrant, location of nearest vehicle(s) within the distance specified, location of nearest building and structures within the distance specified, the location and distance to nearest street, the location and means of providing fire extinguishment. Provides permit to allow use of fire/open flames in connection with assembly areas, most commonly required for cooking devices, candles and luminaries, fire performances and demonstrations. Pyrotechnics and fireworks require additional detail, review, oversight and approval in accordance with the NC State Fire Prevention Code.

STRUCTURAL & ELECTRICAL

List all temporary structural and electrical site additions below. Basic items such as small tents and platforms may qualify to be self-installed if a contractor is not providing a rental or installation service. Common furnishings do not typically require structural permits.

Structural	Electrical	Item Type	Qty	Dimensions	Contractor	Self Install	Cost of Work
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	

Accompanying Site Plans Must Identify:

- All property boundaries
- All adjacent streets
- All drive entrances and access roads
- All existing structures
- Proposed location of all temporary tents, structures, inflatables, temporary electrical additions, generators, and label distance to all property lines

FULL STREET CLOSURES (description/locations) _____

FULL SIDEWALK CLOSURES (description/locations) _____

Beginning Date: _____ Ending Date: _____ Daily Hours of Closure: _____

A traffic control plan of the streets/sidewalks to be closed must be included with the application. The applicant shall be responsible to properly close the street, travel lane, parking lane, or sidewalk according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and as directed by The City of Asheville. Failure to do so may result in a revocation of the permit resulting in reopening the street/sidewalk until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices.

PARKING METER CLOSURES Meter #s: _____ Spaces: _____

The traffic control plan must indicate the number of metered parking spaces to be closed and the meter numbers. In areas where a single meter controls two spaces, payment is required for both spaces.

BARRICADE & TRAFFIC CONE RENTAL # Barricades: _____ # Cones: _____ # Days: _____

One (1) Type 3 barricade per traffic lane or standard lane width, each end of closure. Barricaded closures must be manned at all times. Barricades are delivered to specified intersections in advance of the event and should be returned to the same location after the event for retrieval. Traffic cones will be scheduled for in-person delivery and retrieval during normal business hours. Traffic cones used for traffic control require a one (1) foot separation per posted MPH. Traffic control devices do not include directional signage. It is the responsibility of the event to supply proper directional signage in accordance with MUTCD guidelines, detailed within the instructions accompanying each street/sidewalk permit issued by the City of Asheville.

PARADES/RUNS/WALKS/PROCESSIONS (check all that apply)

Open Sidewalks Only Streets w/Temporary Traffic Interruptions Full Street Closure Full Sidewalk Closure

Other: _____ Start Time(s): _____

PRIMARY ATTACHMENTS INCLUDED:

- SITE MAP – RUN/WALK ROUTE MAP
- EMERGENCY ACTION PLAN
- COPY OF PUBLIC NOTICE / PETITION
- CERTIFICATES OF INSURANCE
- PARKING PLAN
- SECURITY PLAN
- PROPERTY OWNER AUTHORIZATION
- POLE BANNERS & TEMPORARY SIGNS
- COMMERCIAL FILMING DIRECTIVES

ADDITIONAL PERMIT APPLICATIONS/ATTACHMENTS INCLUDED:
(describe below)

A non-refundable application fee (see Application Fee Schedule in OSE Guide) must accompany the Outdoor Special Event Permit Application package submittal. Payment is accepted by phone with Visa or MasterCard, checks and money orders by mail. The balance of applicable fees and charges will be invoiced once preliminary approval is granted. If the date and/or location requested is not available, or if the requested location is not approved for the proposed event, the department will contact you and an alternate location will be suggested if available. Your confirmation will be in the form of a permit, issued to the organization and /or person responsible for planning the event. We strongly recommend you do not publicize your event until preliminary approval has been confirmed. The submission of an Outdoor Special Event Permit Application is NOT automatic approval or a guarantee of eligibility.

*Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the City of Asheville's current **Outdoor Special Event Guide** as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Asheville.*

Name of Organization _____ Applicant Name _____

Address _____ City _____ State _____ Zip _____

Phone# _____ Mobile# _____ Email _____

Event Website _____ EIN# (required for 501(c) rates) _____

Primary On-site Contact _____ Mobile# _____ Other# _____

Signature _____ Date _____