TEMPORARY USE PERMIT APPLICATION (EVENT*)

Town of Apex, North Carolina

* For Events on Private Property Only

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Application #: _____ Submittal Date: _____

Fee Paid $ _____ Check # _____

Hard Copy Submittal Requirements – Submit to Planning Department

- ☐ Please submit application at least 10 business days prior to the event start date.
- ☐ 1 copy of completed application
- ☐ 11x17 site layout
- ☐ Property owner/manager event permission.
- ☐ Temporary Use Permit Application fee: $50.00
  Express Review Fee: due if submitted 3 days or less before event start date:
  - ☐ For-profit event: $75.00
  - ☐ Non-profit event: $25.00

Review Process

Note: If alcohol is part of your event, then please submit the application a minimum of 35 days prior to the event start date to allow for proper processing by the Apex Police Department. More information is available here: http://www.apexnc.org/787/ABC-Permits

1. Complete the application and checklist for Events on Private Property Only, including fee & supporting documents.
   Events partially or wholly located on Public Property require submission of the Apex Parks, Recreation and Cultural Resources Special Event Permits Application which can be found here: www.apexnc.org/documentcenter/view/11221
2. Application is reviewed for completeness; if no further information is required, the application is routed to Town staff for review. Each application review cycle is, on average, 5 business days and there may be multiple review cycles. Please allow a minimum of 10 business days for staff determination.
   a. If the property has a Conditional Zoning (CZ) designation, the conditions associated with the address will be reviewed to determine if they affect your event (i.e. evening noise limit, no open flame.)
3. Comments are then sent to the applicant for a response at end of review period.
4. Once all comments have been addressed, the application is signed by Planning and the applicant.

Applicant Information

Business/Organization: _____

Event Address: _____

Event Start Date: _____ Event End Date: _____

Days of Operation: _____ Hours of Operation: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Please explain reason for event and list proposed activities:

_____

_____

_____

_____

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#	Yes	No	Applicant Checklist Items
1.	☐	☐	Do you own the property that the event will be held on? If no, provide written permission from the property owner or manager. Permission must be provided prior to permit approval.
2.	☐		Provide an 11x17 site layout showing existing buildings, parking lot, street frontage and all event items as they will appear during the event. Please make sure this is clearly labeled. Per Apex Police Department, the area to be used for the event must be barricaded from traffic by using one of the following. No ropes or poles can be used as barricades. ☐ Traffic Cones ☐ Construction Barrels ☐ Actual Barricades
3.	☐	☐	Is food a part of your event? If yes, contact the Wake County Environmental Services Department to determine if a permit to have food and/or beverage is required. A copy of the permit must be provided prior to the event start date.
4.	☐	☐	Is music a part of your event? What kind? ☐ Indoors ☐ Outdoors If outdoors, please check all that apply. If there is a stage, please provide stage construction details. ☐ Live ☐ Recorded ☐ Amplified Sound ☐ Stage Outdoor music must stop no later than 10:00 p.m. (or earlier depending on the location) and is enforced by the Police Department. Please contact the APD at 919-362-8661 for more information about your specific venue.
5.	☐	☐	Will alcohol be served outdoors? If yes, provide a copy of the ABC license approved for this use. Contact NC ABC for more information at 919-779-0700.
6.	☐	☐	Will temporary electric power be provided? If yes, check all that apply below. ☐ Generator ☐ Existing on site receptacles ☐ Extension cords ☐ Other _____
7.	☐	☐	Will there be open flames? Check all that apply. A minimum of two (2) ABC fire extinguishers must be on site, no smoking and exit signs must be posted per the Deputy Fire Marshal. ☐ Barbecue Grills ☐ Propane Fueled Equipment ☐ Sterno Cans ☐ Other _____
8.	☐	☐	Does your group have non-profit status? IRS Tax Exempt ID Number: _____
9.	☐	☐	Will you be using tents? Please check all that apply. Tents larger than 10'x10' require a fire inspection, which must be scheduled no later than 4 pm on the Friday before the event starts. Please contact the Fire Department at 919-362-4001. ☐ 10'x10' or smaller. How many? _____ ☐ Larger than 10'x10' How many? _____ _____

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10.	☐	☐	Check any of the following that will appear on the site. The Department of Labor (DOL) requires these items to have an approved inspection and insurance on file in their office prior to use by the public. Please contact the DOL at 919-807-2770. ☐ Inflatable devices ☐ Portable climbing walls ☐ Mechanical rides ☐ Other _____
11.	☐	☐	Will your event require any street or driveway closures? Check all that apply. Town Council must approve the closure of any public street. ☐ Private Street ☐ Public Street ☐ Property
12.	☐	☐	Will you have a produce stand on the site? Did you grow the produce on site? ☐ Yes ☐ No If **yes**, then you may need to complete an Exempt Site Plan application instead; contact the Planning Department at 919-249-3426 for more information.
13.	☐	☐	Will you be conducting seasonal outdoor sales? (i.e. Christmas trees, Pumpkins, etc)
14.	☐	☐	Do you want a temporary sign(s) to advertise the event? If yes, please submit a Temporary Sign Permit application to the Planning Department.

15. Please list any items not on the checklist and show them on the site layout.

_____

_____

I/we hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application

_____ _____

Applicant Signature Date

_____

Print Name