

TEMPORARY USE PERMIT APPLICATION (EVENT*)

Town of Apex, North Carolina



* For Events on Private Property Only

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

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

Fees:

- Standard Review Fee: For-profit event: \$50 Non-profit Event: \$0
- Express Review Fee: For-profit event: \$75 Non-profit Event: \$25.00

The Express Review Fee is charged if the application is submitted 3 days or less before the event start date.

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:

TEMPORARY USE PERMIT APPLICATION (EVENT)

Application #: _____

Submittal Date: _____

#	Yes	No	Applicant Checklist Items
1.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/> Traffic Cones <input type="checkbox"/> Construction Barrels <input type="checkbox"/> Actual Barricades
3.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Is music a part of your event? What kind? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors If outdoors, please check all that apply. If there is a stage, please provide stage construction details. <input type="checkbox"/> Live <input type="checkbox"/> Recorded <input type="checkbox"/> Amplified Sound <input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Will temporary electric power be provided? If yes, check all that apply below. <input type="checkbox"/> Generator <input type="checkbox"/> Existing on site receptacles <input type="checkbox"/> Extension cords <input type="checkbox"/> Other _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/> Barbecue Grills <input type="checkbox"/> Propane Fueled Equipment <input type="checkbox"/> Sterno Cans <input type="checkbox"/> Other _____
8.	<input type="checkbox"/>	<input type="checkbox"/>	Does your group have non-profit status? IRS Tax Exempt ID Number: _____
9.	<input type="checkbox"/>	<input type="checkbox"/>	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. <input type="checkbox"/> 10'x10' or smaller. How many? _____ <input type="checkbox"/> Larger than 10'x10' How many? _____

TEMPORARY USE PERMIT APPLICATION (EVENT)

Application #: _____ Submittal Date: _____

Yes No Applicant Checklist Items

10. Yes No 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. Yes No 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. Yes No 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. Yes No Will you be conducting seasonal outdoor sales? (i.e. Christmas trees, Pumpkins, etc)
14. Yes No 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