

DOUGLAS COUNTY SPECIAL EVENT APPLICATION FORM

Zoning & Codes Department
3755 E 25th Street, Lawrence, KS 66046
785.331.1343 | Fax: 785.842-1201 | <http://www.douglascountyks.org/depts/zoning-and-codes>



Office Use:
Registration No. ZSEP _____ - _____

Submittal Date:

A completed application and fee must be submitted a minimum of 28 days prior to the event date.

APPLICANT INFORMATION [SECTION A].

Application Name*:		Organization Name:	
Mailing Address:		City and State	Zip Code
Phone Number:	Cell Number:	Fax Number:	Email Address:

*Property owner's written permission must be provided by mail, fax, or e-mail to the Zoning and Code Office (fax number: 785-331-1347) before a permit will be processed.

EVENT INFORMATION [SECTION B].

Event Date:	Address Location:
Description of Event:	
Property Owner:	Website:

- Several permits may be applied for consecutively if the event is to run more than 14 consecutive days. Each permit will be valid for no more than 14 consecutive days.*

If this application is requested for the same event on non-consecutive dates, please provide additional date and time information below for each event. *(Each special event will require issuance of a permit.)*

Date:	Times:	Date:	Times:
Date:	Times:	Date:	Times:

4 permits may be administratively approved for a property per calendar year.
Any additional permits require County Commission approval.

Number of permits that have been administratively approved for this location this calendar year.

Will a tent be used for this event? Yes No

If yes:

- Note the dimensions of the tent: feet X feet
- Note the type of tent: Open/Canopy Enclosed

[SALES AND TAX LICENSING INFORMATION \[SECTION C\]:](#)

Does the event involve sales? _

- If yes, provide your Kansas Sales Tax ID Number _
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

Contact the Kansas Department of Revenue, Kansas Tax Assistance, (785) 368-8222, for information regarding the Kansas Sales Tax ID Number and Sales Tax Requirements.

- If your business is not based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5182; (1100 Massachusetts Streets, Lawrence, KS 66044)

Will you be selling alcohol? Yes No

- If yes, a liquor license must be obtained. If the alcoholic beverage content is 3.2, contact the County Clerk's Office at 785-832-5182; (1100 Massachusetts Street, Lawrence, KS 66044) for approval . If the alcohol content is more than 3.2, please contact the State of Kansas (<http://www.ksrevenue.org/abcapplynew.html>). You may contact the Customer Relations Miscellaneous Tax Segment at 785-368-8222 (select option #5 for all other taxes then select option #4 for liquor, cigarette or bingo) or send an email to: miscellaneous.tax@kdor.ks.gov. Upon the State's approval, the County Clerk's office is also required to sign off on the application. Additional time may be needed to process this request. Please note: Per KSA 41-104 (h) of the Kansas Liquor Control Act, the serving of complimentary alcoholic beverages at a charitable event/activity may not be required to obtain a license or a temporary permit. Contact the State for specific details of this exemption.

Section 12-319-8.06 of the County Code contains criteria for an administrative permit.

If the event does not meet these criteria, the applicant will be referred to the Board of County Commissioners for action. Staff will advise applicant in a pre-application meeting if your event will require County Commissioner's action.

[EVENT DESCRIPTION \[SECTION D\].](#)

A description must be provided which includes the following information:

WRITTEN DESCRIPTION

Provide a separate page with the following information:

- Describe the activities that will occur with this event.
- Describe proposed routes to site from nearest paved roads/County routes.
- Note any changes that may be required to traffic flow on the site or adjacent roadways.
- Explain any provisions that will be made for security or parking.
- Describe proposed site maintenance; including how the site will be cleaned following the event as well as how sanitation will be maintained during the event.
- Provide anticipated attendance with a not to exceed number.
- Describe how protection for pedestrians will be provided during the event. Vehicle and pedestrian circulation must be separated.
- Note provisions, if any, that are being made for portable toilets for event (include provider and disposal contractor) and potable water, if required by the Lawrence-Douglas County Health Department.

- Describe how ADA requirements will be met for parking and restroom facilities.
- If fireworks are proposed as part of the special event, note a separate permit and fee are required.
- If campfires or other open burning areas are proposed, provide a letter from the township fire department that this has been discussed with them.
- If parking is to be located on adjoining property, written consent of the affected landowner must be provided to the Director of Zoning and Codes prior to approval of the permit.
- If large trucks are required to provide staging, tents or other equipment for the event, note that the event area must be large enough to accommodate the turning radius of the truck(s). Public road cannot be used for loading and unloading of equipment or materials.
- Provide written approval of proposed restroom and public water sources from the Douglas County Health Department (785.843.3060)
- Are portable electric generators proposed?

GRAPHIC DESCRIPTION [SECTION E].

Provide the following information graphically on a scalable aerial photograph or site plan of the area: *(Aerials are available from at the Zoning and Codes Office at 3755 E 25th Street, Lawrence, KS or the County's GIS map viewer at www.douglas-county.com/depts/it/gis/gis_mapviewer.aspx .)*

- Location and dimensions of the event area. (The event may not be located in the regulatory floodway and may not interfere with access into the site for emergency vehicles.)
- Distance from road right-of-way.
- Location and dimensions of any structures (tents, stages, booths, etc) used for the event.
- Provide plan showing that adequate off-street parking areas-including ADA accessible parking are provided for the event.
- Location and dimension of activity areas associated with the event.
- Location and materials used to separate activity area from parking or other areas, if needed.
- If vendors are associated with the event show their location, with dimensions, along with the type of structure to be used.
- If portable toilets will be used, show number and location on the site plan.
- If any exterior lighting is proposed with the event the plans should show the location and note that the sources shall be shielded or aimed so the direct illumination is confined to the property on which the event is located.
- If signage is to be used, the plan should show the location and note the proposed size.
- Any other information which pertains to the event.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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REGISTRATION CHECKLIST AND APPROVAL

- D SECTION A COMPLETED
- D SECTION B COMPLETED
- D SECTION C COMPLETED
- D SECTION D COMPLETED
- D SECTION E COMPLETED
- D COPY OF NOTICE TO PROPERTY OWNERS LETTER
- D "CERTIFICATE OF MAILING" SUBMITTAL
- D REVIEWED BY ZONING & CODES DIRECTOR DATE: _
- D DATE OF BOARD OF COUNTY COMMISSIONER'S MEETING FOR APPROVAL: _

REVIEW COMMENTS: (Comments that extend to a separate page are incorporated into approval)

Office Use

Approval Date: _____

Director, Zoning & Codes Department

Chair, Board of County Commissioners

Conditions of Approval:

Procedures for Public Notice of a Proposed Special Event –
Written Notification to Property Owners within 1000’

1. Written notice of the proposed site plan shall be mailed to the Owners of record for property within 1000’ of the subject property, in accordance with Section 12-319-8.08(b),
2. The notice shall be sent by the applicant via regular mail, postage pre-paid.
3. The applicant shall submit a Certificate of Mailing (page 6 of the application) at the time of submission of the Special Event Permit application along with a sample of the notification letter.
4. Per Section 12-319-8.08(b), the written notice shall provide:
 - a. A brief description of the proposed event;
 - b. The proposed date of the event;
 - c. Applicant’s contact information for questions concerning the proposed event; and
 - d. A statement with substantially the following information:

"This letter is being sent to the owner of property within 1000’ of the property containing the special event described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed event. This letter is being provided solely to advise nearby landowners of the pending proposed event. For further information, contact the applicant at (phone number) _ or the Douglas County Zoning and Codes Department at 785-331-1343."

Note: The failure to receive notice of Site Plan Review by a landowner within 1000 ft will not affect the validity of the special event permit approval or review.

Sample Letter
"Notice to Property Owners"

<date>

<property owner name>

<address>

NOTICE OF PROPOSED SPECIAL EVENT PERMIT

To Whom It May Concern:

An application for a special event permit is being submitted to the Douglas County Zoning and Codes Department for an event proposed to occur on <date(s)> for <type of event>, located at <address>. The proposed event is for <brief description of event>.

This letter is being sent to all owners of property within 1000' of the property containing the proposed special event described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed event. This letter is being provided solely to advise nearby landowners of the pending proposed development. For further information, contact <applicant name> at <applicant phone number> or the Douglas County Zoning and Codes Department at 785-331-1343.

Sincerely,

<name>

CERTIFICATE OF MAILING

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

Type of event:

Address or location of event:

I hereby certify that a true and correct copy of the foregoing "Notice to Property Owners" was mailed to the attached list by depositing said copy in the United States Mail, proper postage prepaid, on the following date:

Signature

Date

Printed Name