

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.

- 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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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