



# FAYETTEVILLE

## NO LIMITS ON IMAGINATION

**FAYETTEVILLE CITY HALL**  
210 Stonewall Avenue West  
Fayetteville, Georgia 30214  
770-461-6029 Telephone  
770-460-4238 Facsimile  
www.Fayetteville-GA.gov

### SPECIAL EVENT APPLICATION CITY OF FAYETTEVILLE, GEORGIA

Permit # \_\_\_\_\_

- FEES: \$10.00 - Basic (Pop-up tent/card table, no inspection)**  
**\$25.00 – Anchored tent, inspection required. Tent <3600 sq. ft.**  
**\$50.00 – Anchored tent, inspection required. Tent 3600 sq. ft or >**

*Applications must be submitted at least two weeks prior to the event.*

**Notice:** Any/All special events conducted within the city limits are subject to all applicable sections of the City’s Zoning Ordinance and the Sign Ordinance. The term "special event" or "event" shall mean any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration, or a fundraising for a non-profit organization. NO signs allowed on or in the right of way. **Organizations and non-profits engaged in fundraising activities must provide the additional information requested pertaining to non-profits which is found on the attached adherence checklist.**

*The use of tents larger than 3,600 square feet requires a separate Tent Permit.* In addition to this completed application, the applicant must submit a site plan, including the location of all tents, canopies and other structures, driveways, streets, property lines, and other significant site features as needed to review the application.

**Once this application is approved by the appropriate parties, it is required to be displayed onsite by the applicant or made available for inspection at all times during the event.**

#### Applicant/Business Information

Applicant/Business Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Project Address \_\_\_\_\_

Business License # \_\_\_\_\_

Property Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Authorized Agent (if applicable) \_\_\_\_\_

Contractor (if applicable) \_\_\_\_\_

Responsible Party \_\_\_\_\_ 24-hour Phone Number \_\_\_\_\_

Who will be responsible for clean up after event etc. \_\_\_\_\_

#### Describe the proposed event.

\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Start/End time of Event: \_\_\_\_\_

\*\*\*The submittal of this application does NOT constitute approval. You will be contacted regarding approval or denial of this application. You will be contacted within two weeks regarding approval or denial of this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Planning & Zoning Department \_\_\_\_\_

Police \_\_\_\_\_

Building Department \_\_\_\_\_

Fire \_\_\_\_\_

This application has been **approved/denied** with the following comments or special conditions:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

### Adherence Checklist

**Applicants who wish to conduct Special Events shall adhere to the following:**

- Any applicant conducting or associated with a fundraising activity must provide proof of non-profit status.**
- Special events shall only take place on the property location requested by the applicant. **If the petitioner is not the owner of the property, the petitioner shall provide written permission of the owner of the property to allow such an event prior to the beginning of the special event**
- If a tent is to be used during special events, a completed and approved tent permit will be required in accordance with Section 95-401.49 of the City Code of Ordinances.
- Applicants shall be allowed to conduct special events on said property provided that it in no way impedes the safe and efficient flow of pedestrian and vehicular traffic on the site.
- Applicant must allow a minimum five-foot clear area for sidewalk displays as measured from the outside of the curb to facilitate pedestrian passage on side sidewalk.
- The total duration of special events held by an individual or organization shall not exceed seven consecutive days in length.
- A minimum of one (1) parking space shall be provided for each 800 square feet of gross lot area used for the activity (not including storage areas) plus additional parking space for any structure utilized for retail sales computed in accordance with the parking requirements for retail stores.
- City sponsored events are exempt from these permitting requirements.