

COMPLETED BY STAFF

Application Number: _____ - _____

\$50.00 FEE - FOP: Check # _____ Cash _____ Credit Card _____ Date Received: _____
Fee waived for non-profit organization or fundraiser (proof of non-profit/tax-exempt status may be required).

PREFERRED SUBMITTAL IS AT LEAST ONE (1) WEEK PRIOR TO EVENT START DATE

REVIEW PROCESS:

1. Complete the application and checklist; submit w/fee (if applicable) and include supporting documents.
1. Application is reviewed for completeness; if no further information is required, the application is routed to Town staff for a two (2) day review.
2. Comments are then sent to the applicant for a response at end of review period.
3. Once all comments have been satisfactorily addressed, the application is signed by Planning and the applicant.
4. **Allow five (5) business days (on average) for the permit to be issued.**

APPLICANT BEGINS HERE – PLEASE PRINT

Date Submitted: _____

Business/Organization Name: _____

Address/Location of Event: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____ Fax: _____

Applicant Address: _____
City State Zip

Event Description – Explain reason for event and list proposed activities:

Event Start Date: _____ Event End Date: _____

Days of Operation: _____ Hours of Operation: _____

NOTE: 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).

APPLICANT CHECKLIST – MARK EACH ITEM PERTAINING TO THE EVENT AND N/A IF IT DOES NOT APPLY

1. **If You Do NOT Own the Property Where the Event Is To Be Held:** Provide written property owner or property management permission including contact information); inability to provide **PRIOR** to the event start date will result in denial of the application.

2. Provide a layout of the site (no larger than 11 X 17) showing existing building(s), parking lot, street frontage and **ALL** event items shown as they will appear during the event and clearly labeled.
NOTE: Per the Apex Police Department, the area to be used for the event must be barricaded from traffic by using one of the following and no ropes or poles can be used as barricades.
 Traffic Cones Construction Barrels Actual Barricades

3. Yes No – Is food a part of your event? If **yes**, then contact the Wake County Environmental Services Department at (919) 856-7400 or (919) 856-7419 to determine if a permit to have food and/or beverage is required; a copy of the permit should be provided **prior** to event start date.

4. Music - Check one: Indoors Outdoors If outdoors, check all that apply or N/A:
 Live
 Recorded
 Amplified Sound
 Will there be a stage? If yes, attach details for stage construction.
NOTE: Outdoor music must stop no later than **10:00 p.m.** (or earlier depending on the location) which is enforced by the Police Department; main number is (919) 362-8661 for more information.

5. Yes No - Will alcohol be served outdoors? If **yes**, a copy of the ABC license approved for this use must be provided. Contact the NC ABC Commission for more information; their main # is (919) 779-0700.

6. Temporary electric power to be used; check all that apply or N/A:
 Generator
 Existing on-site receptacles
 Extension cords
 Other: _____

7. Open Flames; check all that apply or N/A:
 Barbecue Grills
 Propane Fueled Equipment
 Sterno Cans
 Other: _____
NOTE: 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.

8. **Non-profit Status** – Be prepared to provide a copy of your tax-exempt id number issued by the IRS to verify non-profit exempt status; contact the tax-exempt helpline at (877) 829-4933 or www.irs.gov for questions about non profits.

9. Tent(s); check all that apply or N/A:
 10 X 10 or smaller: How many? _____
 Larger than 10 X 10: How many? _____
NOTE: Tents larger than 10 X 10 will require a fire inspection; this **must** be scheduled no later than 4:00 p.m. on the Friday before the event start date; contact Deputy Fire Marshal David Dillon @ (919) 291-0648 or Fire Marshal Karl Huegerich @ (919) 249-1032 or the Fire Department main # = (919) 362-4001.

- 10. ___ Check all of the following that will be on-site or N/A:
 - ___ Inflatable devices (i.e. moon bounce)
 - ___ Portable climbing walls
 - ___ Mechanical rides for children or adults
 - ___ Other: _____

NOTE: The Department of Labor (DOL) requires these items to have approved inspection status and insurance on file in their office prior to use by the public. The DOL can be contacted at (919) 807-2770 with questions.

- 11. ___ Street or driveway closures:
 - ___ Private
 - ___ Property
 - ___ Public - **Note:** No public streets may be closed unless Town Council has approved event.

- 12. ___ Produce Stand – Do you grow the produce on-site? Check one: ___ 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; Property owner permission required – read item #1.

- 13. ___ Seasonal Outdoor Sales (i.e. Christmas trees, pumpkins); Property owner permission required – read item #1.

- 14. ___ Yes ___ No - Do you want a temporary sign(s) to advertise the event? If **yes**, then a **Temporary Sign Permit** application will also need to be submitted. An application can be downloaded on the Town of Apex website = <http://www.apexnc.org/services/planning/applications-schedules> OR – obtain from the Planning Department located at 73 Hunter St., 2nd floor of Town Hall.

- 15. Please list below any item(s) not on the checklist and show 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 that indicated in this application.

Applicant Signature: _____ **Date:** _____

Print Name: _____