



Special Event Permit Application

Please check all applicable boxes and complete the required documentation. Additional information and submittal requirements are contained in Sections 5.4 and 5.18.5 of the Unified Development Ordinance (UDO).
If completing by hand, please use black or blue ink.

* Please fill out all required fields

Date: _____

Contact Information*

Property Owner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant/Event Organizer (if different than property owner): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Information*

Parcel ID Number (PIN): _____ Acreage: _____ (Note: Must be a minimum of 5 acres)

Bona Fide Farm Status: [] Yes [] No - If yes, please complete a Bona Fide Farm Affidavit.

Water Supply: [] Well [] Community
Public - [] Durham [] Hillsborough [] Mebane [] OWASA [] OAWS

Wastewater: [] Septic [] Community
Public - [] Durham [] Hillsborough [] Mebane [] OWASA [] OAWS

Event Information*

Name of Event: _____

Event Location/Address: _____

Type of Permit Requested (please select one): [] Special Event [] Rural Special Event

Description of Proposed Event (including indoor and outdoor activities): _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Will parking be provided? [] Yes [] No - If yes, please describe location, number of stalls, and access: _____

Additional Submittal Requirements*

Please provide the following details relevant to the type of event permit being requested. If the proposed event is planned for multiple dates throughout a 12-month period, please complete the attached Rural Special Events List form.

Special Events – Unified Development Ordinance (UDO) Section 5.4.3:

- Plot plan, drawn to scale, showing boundaries of the event area. Plan should include locations of access points, parking, service areas, activity areas, restrooms, solid waste disposal/recycling facilities, lighting, and signage.
- Written comments from Orange County Environmental Health regarding the adequacy of planned restroom facilities and food preparation/handling arrangements.
- Written comments from the Orange County Fire Marshal and Sheriff’s Department regarding the adequacy of parking, access, or other factors related to public safety.

Rural Special Events – Unified Development Ordinance (UDO) Section 5.18.5:

- Plot plan, drawn to scale, showing boundaries of the event area. Plan should include locations of access points, parking, service areas, activity areas, restrooms, solid waste disposal/recycling facilities, lighting, and signage.
- Map depicting surrounding uses and the distance to residential structures.
- Description of how the proposed event pertains to agricultural or rural-related activities.
- Written comments from the Orange County Environmental Health regarding the adequacy of planned restroom facilities and food preparation/handling arrangements.
- Written comments from the Orange County Fire Marshal and Building Inspections Department stating that all areas open to the public meet state regulations.

Certification and Signatures*

I certify that, to the best of my knowledge, the information contained within this application package, and in the supporting documents, is a factual representation of the proposed special event and includes all submittal information as required by Sections 2.5, 5.4, and 5.18.5 of the UDO.

I understand that a Zoning Compliance Permit shall be issued authorizing the activities contained herein and that each new event not described herein requires a new, complete, application form.

I acknowledge that by signing this application, the Orange County Planning and Inspections Department is authorized, pursuant to NCGS 160D-403, to make as many inspections of the subject property as may be necessary to verify that the proposed activity outlined herein is consistent with the provisions of all applicable State and local laws, ordinances, and regulations.

By signing this application, I acknowledge and agree that inspectors, zoning officers, and other staff of the Orange County Planning & Inspections Department have a right, upon presentation of proper credentials, to enter the subject property at any reasonable hour for the purposes of inspection or other enforcement action

Owner Signature(s)

Applicant/Organizer Signature (if different from owner)

Date

Date

Section Completed by Staff

Is the proposed special event confirmed to be organized, conducted, and affiliated with a 501(c)(3) nonprofit organization or government entity: Yes No

Courtesy copy provided to:

- Orange County Fire Marshal
- Orange County Sheriff’s Department
- Orange County Environmental Health
- Orange County Community Relations
- Orange County Building Inspections

Rural Special Events List - UDO Section 5.18.5(A)(5) Note: Limited to 12 events per year and specific standards.

Event 1

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 2

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 3

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 4

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 5

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 6

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 7

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 8

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 9

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 10

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 11

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)

Event 12

Name of Event: _____

Description: _____

Event Dates: _____

Event Hours: _____ (Note: Special Events shall occur between 7:00 am to 12:00 am)