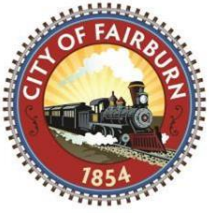




# **SPECIAL EVENT VENUE PERMIT APPLICATION**



## APPLICANT'S CHECKLIST

DOCUMENTS AND QUANTITIES REQUIRED

**ALL PERTINENT ITEMS ARE DUE AT THE TIME OF FILING.  
NO INCOMPLETE APPLICATION WILL BE ACCEPTED.**

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK √
1.	Completed Application	4 copies	
2.	Site Plan	4 copies	
3.	Event Management Plan	4 copies	
4.	Traffic Control Plan	4 copies	
5.	Noise Control Plan	4 copies	
6.	Fire Code Standards	4 copies	
7.	Traffic Control Plan	4 copies	

### REQUIRED ITEMS FOR SPECIAL EVENT VENUE PERMIT

- ITEM 1.        **Completed Application:** The completed application must be submitted along with all the supporting documentation. A Special Event Venue Permit will not be issued without a complete application.
- ITEM 2.        **Site Plan:** The site plan must show the description of all uses and an exhibit map showing the location and distance of venue to the closest surrounding sensitive receptors such as single-family residences and other housing types.
- ITEM 3.        **Event Management Plan:** The Event Management Plan must show arrangements for emergency services (fire, police, and medical), arrangements or waste disposal services, and the contact information of the property and event operator. A copy of the event management plan must always be available for an on-site inspection.
- ITEM 4.        **Fire Inspection:** provide a copy of the fire certificate of compliance with fire safety standards. The inspection shall be regulated in accordance with Article I – Fire Prevention, Sec. 29-5. The permit can not be issued without a certificate of compliance.
- ITEM 6.        **Traffic Plan:** The Traffic Control Plan should include the following: (1) All ingress/egress and parking areas, (2) The location of all temporary directional signs on driveways entrance and within parking lots to ensure orderly flow of traffic, and (3) Ingress and egress for all emergency vehicles.



## APPLICATION FOR SPECIAL EVENT VENUE PERMIT

City of Fairburn  
Community Development Department  
26 W. Campbellton Street  
Fairburn, GA 30213

Date Received: \_\_\_\_\_

SPECIAL EVENT VENUE PERMIT#: \_\_\_\_\_  
(Office Use Only)

### APPLICANT INFORMATION (EVENT OPERATOR)

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### OWNER INFORMATION (If different from Applicant)

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Address: \_\_\_\_\_  
Parcel ID#: \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

### **FOR OFFICE ONLY:**

Copy of Fire Approval  Yes  No Date Received: \_\_\_\_\_

Permit Approved  Yes  No Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_