

OUTDOOR EVENT PERMIT APPLICATION

Address of event: _____

Description of event: _____

Dates/Times of event: _____

Maximum number of persons at event: _____

Name of food service company: _____

Promoter Information:

Name of promoter: _____

Address of promoter: _____

Phone number of promoter: _____

E-mail Address of promoter: _____

Property Owner Information:

Name of property owner: _____

Address of property owner: _____

Phone number of property owner: _____

Attach the following:

- A written statement from the property owner describing the terms and conditions of the agreement whereby the promoter is authorized to use the land.
- A written statement from the property owner acknowledging responsibility for cleaning up the property and surrounding right-of-way as may be applicable. A bond for cleanup may be required by the City of Longview.
- A written statement of security plan.
- A written statement for emergency medical/health provisions.
- Provide documentation required by the animal control authority for compliance with all local ordinances, state and federal laws related to animals that are part of the event.
- Attach a complete list of similar events promoted in the last three years, including the date, time and location of each.
- Attach required certificate of insurance when using City of Longview property right-of-way.

I affirm that I am the promoter or authorized promoter's agent and the information included in this application is true and correct.

SIGNATURE

DATE

- **Application must be submitted 60 days prior to the event.**
- **All fire, health, building, electrical, and certificate of occupancy permits when required must be obtained before opening of event.**
(See page 2 for Site Plan requirements)

FOR OFFICE USE ONLY	
APPLICATION FEE:	\$250
NON-PROFIT ORGANIZATION:	-0-
PERMIT NO: _____	

A SITE PLAN IS REQUIRED

YOUR SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION:

- The dimensions of the area to be used and its relationship to other structures or buildings on the property.
- The location of all structure(s) or facilities to be added, including but not limited to, tents, stands, booths, rides, bleachers, seating areas, stages, animal pens.
- Sanitary facilities including location and number of portable or permanent restrooms, wastewater collection, trash collection.
- Electrical installations including any temporary power poles, generators, or other electrical provision.
- Portable water source such as location of any water connections to be used or the availability of bottled water.
- Location, distance from adjacent structures, and quantity of any flammable or combustible materials such as propane, gasoline, fireworks, sawdust, or firewood to be used at the event.
- Type, number, and location of fire extinguishers.
- Parking areas, routing of traffic in the area, and street closures.
- Location and method of housing any animals that are part of the event.
- Location of any amplified sound equipment and estimated effect of the sound.

Additional permits required:

Additional documentation required:

Comments:

Permit review approval: _____
DATE

Final approval to open: _____
DATE

OFFICE ROUTING AND APPROVALS

OFFICE USE ONLY

DEPARTMENT	ACTION REQUIRED	REVIEW DATE	DEPARTMENT REPRESENTATIVE	CONDITIONS
Planning and Zoning			Angela Choy	
Building Inspections			Terri Russell	
Environmental Health			Leisha Kidd-Brooks	
Police			Anthony Boone	
Fire			Kevin May	
EMS			Amy Dodgen	
Public Works			Alton Bradley	
Traffic			Stephen Ha	