



TOWN OF LILLINGTON ZONING PERMIT (TEMPORARY USE/SPECIAL EVENTS) APPLICATION

Planning & Inspections Department
102 East Front Street, PO Box 296 Lillington NC 27546
• phone 910-893-0311 • fax 910-893-3693
lillingtonnc.org

TEMPORARY USE/SPECIAL EVENT INFORMATION:

Name of Use/Event: _____

Proposed Location: _____ Roving Event _____ Stationary Event _____

Date & Time of Set Up & Take Down: Begins _____ Ends: _____ Rain Date: _____

Business Name/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____ Email: _____

Event Type: Non-profit _____ Individual _____ Residential _____ Non-Residential _____

Is this event open to the public? _____ Yes _____ No

Is the event proposed on public property? _____ Yes _____ No

Type of Temporary Use/Event: _____ Bazaar/Festival _____ Carnival _____ Contractors Office*
_____ Produce Sales* _____ Seasonal Sales* _____ Race
_____ Construction Office* _____ Sales Office* _____ Large Event*
_____ Other

**See Section 3.11.3 of the Lillington Unified Development Ordinance for specific requirements for these uses.*

Please describe the temporary use/event in detail (attach additional information if necessary): _____

Please describe the targeted audience, number of people expected, etc.: _____

FIREWORK INFORMATION:

Will fireworks be part of this event? Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

Fireworks Information: Fireworks Show Display only

Address and location of staging area for fireworks: _____

- Please attach a copy of firework vendor’s certificate of insurance.
- Contact Harnett County Fire Marshal’s Office (910) 893–7580 for permit requirements.

ACCOMMODATION INFORMATION:

TENTS:

Will tents be erected as part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

If yes what size(s): _____

Expected date of tent set up: _____ Expected date to dismantle: _____

- Contact Harnett County Fire Marshal’s Office (910) 893–7580 for permit requirements.

SEATING & TABLES:

Seating and tables be used as part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

- Please indicate the seating and table arrangements on the attached sketch plan.

FOOD PREPARATION:

Will food preparation be part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

Please describe how the collection and disposal of non-garbage wastes (cooking greases, drippings, hazardous materials & liquids, etc.): _____

- Contact Harnett County Health Department (910) 893-7550 for permit requirements.

AMUSEMENT RIDES:

Will food preparation be part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

Please describe if applicable: _____

- Please indicate the seating and table arrangements on the attached sketch plan.
- Please attached a copy of ride vendor’s certificate of insurance.
- Contact Harnett County Fire Marshall, Lillington Fire Department and Harnett County EMS for permit requirements.

PORTABLE TOILETS:

Will food preparation be part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

How many will be provided: _____

- Please indicate the seating and table arrangements on the attached sketch plan.
- Portable toilets are required if Town of Lillington indoor facilities are unavailable or inadequate for expected attendance.

OTHER EQUIPMENT:

Any additional equipment brought to the site: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

If so please describe: _____

- Applicant should arrange for rental, delivery, set-up, maintenance and pick up other equipment.

ELECTRICITY:

Is electricity needed as part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

Please indicate where access to electricity is needed on attached sketch plan.

- Applicant should confirm electrical requirements & connections with sound, stage and food vendors.

TEMPORARY ELECTRICAL SERVICE:

Temporary electrical services needed: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

- Please request temporary electric services from the Inspections Department.
- Applicant should confirm electrical requirements & connections from vendors.

ELECTRIC GENERATORS:

Will electric generators be used as part of this event: _____ Yes _____ No (IF NO PLEASE PROCEED TO NEXT SECTION)

If so, what is the anticipated load: _____

- Generators must be sized to handle load.

AMPLIFIED SOUND:

Will there be amplified sound as part of this event: _____ Yes _____ No (IF NO PLEASE PROCEED TO NEXT SECTION)

If yes, please describe the system to be used: _____

Sound System Provider Name: _____

Telephone Number: _____

MOWING REQUESTED:

If this is a public site, is grass mowing needed: _____ Yes _____ No (IF NO PLEASE PROCEED TO NEXT SECTION)

EXTRA TRASH RECEPTICALS:

Are extra trash receptacle needed for this event: _____ Yes _____ No

If yes, please indicate what is needed for this event: _____ Roll-out carts _____ Recycle Bins

STREETS/PARKING LOT INFORMATION:

Will a street or parking lot be closed as part of this request: _____ Yes _____ No

If yes, what street is requested to be closed: _____

Beginning closing: _____ End Closing: _____

- Indicate closing on attached sketch plan. Official Board of Commissioner action is required for approval.

LIABILITY INSURANCE:

Liability insurance may be required for some special events or activities to be determined by the Town of Lillington Parks & Recreation Department.

ADDITIONAL SUBMITTAL INFORMATION:

Permit Requirements

All applications for a temporary use/special event zoning permit shall provide the following information in addition the information provided in this application:

Per Section 3.11.3 of the Lillington UDO the following Temporary Uses/Special Events have specific requirements:

- Produce Sales, Seasonal Outdoor Sales & Other Similar Uses:
 - Such temporary uses shall not exceed 90 consecutive days and no more than 2 events per calendar year. Hours of operation shall be limited to 7:00 AM – 10:00 PM.
- Contractor’s Office and Equipment/Storage Sheds:
 - Contractor's office and/or equipment/storage sheds may be placed in any district temporarily on the site of construction of a development for which plans have been approved.
 - All such equipment shall be removed upon completion of development.
- Real Estate Office in a Construction Trailer or Temporary Modular Unit:
 - One temporary structure, such as a construction trailer or temporary modular unit may be used as a real estate sales office in any new construction project in any district. Such a temporary structure shall be used for the sale of units within that project only. Temporary real estate offices in construction trailers or temporary modular units may remain on the site until the development completion date.
- Real Estate Office in a Model Home: A model dwelling may be used as a real estate sales office in a new residential development in any District. Such a model home/sales office may be used for the sale of units within that project only.
- Large Events (Bazaars, Festivals, Carnivals, Fairs, Circuses, Concerts & Similar Outdoor Gatherings with the total anticipated assembly of 3,000 or more people and duration of 2 or more days per calendar year on an individual parcel or site). The following information is required as part of the application process a minimum of 30 days prior to the planned event:
 - Anticipated attendance, including previous attendance figures;
 - Anticipated number of days needed to prepare location for use;
 - Means of activity containment (i.e. fencing, security, etc.);
 - Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Lillington Police Department;

- Location of temporary signage;
- Existing land uses of all adjacent properties;
- Location of restroom facilities;
- Method and location of garbage impoundment and means of removal;
- Location and method of site lighting;
- Adequate access for emergency vehicles;
- Applicant is responsible for obtaining all other applicable permits, such as building permits, ABC licenses, and health department approval. Proof of application for these permits must be submitted with the zoning permit application.

All inspections and permits required by the building code, fire marshal, or applicable government agency must be received.

A temporary use shall last only as long as that time period stated in the permit but shall not exceed 140 days within a calendar year on any individual lot. Duration of a zoning permit for temporary use/special event is intended to include days operated, or attended by persons not employed by or volunteering to work at the event and does not include the setup, takedown, clean-up, or rehearsal days of the event.

The applicant is responsible for fully removing from the site any structures allowed as temporary uses and also any garbage or rubbish resulting from the temporary use within 3 days after the expiration of the zoning permit.

Each day after the expiration of the permit in which applicant fails to fully remove a structure or garbage or rubbish shall be deemed a violation of this ordinance.

Temporary uses shall be limited to a maximum duration of 14 days, unless otherwise specifically authorized or extended by the Administrator. A permittee may request an extension of the approval term in writing before the expiration of the original approval term and the Administrator may approve an extension upon a finding that the special event has substantially complied with all conditions of the original approval, and that the extension will not create substantial adverse impacts on adjacent properties.

Maximum number of events per property: within any single calendar year, the same property may host no more than ten special events. The temporary use permits for these special events may be reviewed and approved concurrently. A minimum of 14 days shall lapse between special events on any one property.

Any temporary use/special event involving usage of a public street/property shall require Board of Commissioner approval.

Fees

A comprehensive list of fees can be found in the [Lillington Fee Schedule](#) for the current fiscal year.

Building Trade Permits

The Town of Lillington issues all trade permits for work within the corporate limits or the extraterritorial jurisdiction (ETJ). Harnett County Inspections is contracted by the town for plan review and inspections. Construction plans for review are submitted **directly** to the Town of Lillington. Plans are subsequently transmitted to the county for review after zoning approval. Please contact Harnett County Central Permitting at 910-893-7525 or harnett.org/permits for any trade-related questions.

Fire Marshal Review

The Town of Lillington contracts with the Harnett County Fire Marshal's Office for projects requiring fire code approval. Fire code plan review applications are **permitted separately and submitted directly to the county for review**. Please contact Harnett County Central Permitting at 910-893-7525 or harnett.org/permits for further information.

Zoning Permits for Signs

A separate zoning permit for a sign is required for the erection all signage in Lillington. Permit applications are available at lillington.org/permits. For further assistance, please contact the Town Planner at 910-893-0311.

Sketch Plan Information

Sketch plan shall be provided with all Temporary Use/Special Event permit applications and shall include the following information:

- _____ The shape and dimensions of the lot to be used and total acreage in the lot.
- _____ Proposed layout of existing streets or driveways.
- _____ The location of the proposed uses, structures, vehicles on the property.

- _____ Proof that the property on which a temporary use/special event is proposed contains sufficient space to support the temporary use/special event.
- _____ Adequate parking plan to support the proposed temporary use/special event.
- _____ Location of restroom facilities, if needed.
- _____ Location of trash receptacles
- _____ The location of parking and/or loading.
- _____ The location and dimensions of driveways.
- _____ Location and size of any tents/tables/exhibits
- _____ Seating locations
- _____ All other event activities (rides, food trucks/preparation, etc.)
- _____ Location of fireworks staging area (if applicable)
- _____ Means of activity containment (i.e. fencing, security, etc.);
- _____ Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Lillington Police Department (large events only);
- _____ Location of temporary signage;
- _____ Existing land uses of all adjacent properties;
- _____ Location and method of site lighting;
- _____ Adequate access for emergency vehicles;
- _____ Applicant is responsible for obtaining all other applicable permits, such as building permits, ABC licenses, and health department approval. Proof of application for these permits must be submitted with the zoning permit application.
- _____ Such other information as may be necessary for determining whether the provisions of the Unified Development Ordinance are being met.

SIGNATURE:

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Lillington or a contractor on behalf of the Town to conduct a site inspection to insure compliance to this application. I also understand that this Zoning Permits for a Temporary Use/Special Event shall last only as long as that time period stated in this application. A final inspection is required for all permits issued by the Town of Lillington. To schedule an inspection, please call 910-893-2654.

I understand that I and/or the sponsoring organization are responsible for:

- Securing additional permits and certificates as indicated in this application;
- Coordinating with agencies other than the Town of Lillington as indicated in this application;
- Notifying the Town of Lillington about any changes, additions, deletions, and/or modifications to the event as described above no later than three weeks before a large or roving event and one week before a small event.
- Providing handicapped access to activities that are open to the public;
- Having an event planner on site at the beginning of set-up through the duration of the event;
- Informing vendors about regulations and requirements in the Town of Lillington and rules and regulations by other agencies with jurisdiction over activities at the event; and requirements and restrictions for this event prior to arriving at the event venue;
- Settling disputes about locations or other event related matters between vendors;
- Ensuring access of emergency and service vehicles to event venues and activities;
- Coordinating permission with private property owners if a privately-owned location will be used for event activities;
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event.

Applicant Print Name

Applicant Signature

Date

FOR TOWN OF LILLINGTON USE ONLY

_____ Approval _____ Denial Permit Number: _____

Administrator's Signature/Date: _____

Reason for Denial: _____