

# SPECIAL EVENT PERMIT APPLICATION

(Adopted 10/12/99)



# SPECIAL EVENT PERMIT

## NAVAJO COUNTY PUBLIC WORKS DEPARTMENT PLANNING & ZONING

P. O. Box 668 Holbrook, AZ. 86025 Phone: (928) 524-4100 Fax: (928) 524-4399

*On October 12, 1999 the Board of Supervisors of Navajo County amended Zoning Ordinance Article 25-General Provisions to read as follows:*

### Article 25, Section 2513, No. 4

1. **Special Event Permit for short-term events.** This section applies to the short-term uses listed herein. If this section prescribes regulations more restrictive than the zone in which the use will be located, the provisions of this section shall apply.
  - a. **Uses for which a Special Event Permit may be issued.** All time requirements are one time each calendar year for a specified number of consecutive days unless specifically stated otherwise. Only one Special Event Permit may be issued for a parcel at any one time in a given year, except as noted below. Permits shall not have overlapping time frames.
    - (1) Outdoor special events, including:
      - ❖ Transient amusement activities (carnivals, circuses and similar events).
      - ❖ Temporary faith-based assemblies (including tent revivals), and seasonal festivals.
      - ❖ Outdoor sales events (sidewalk and parking lot sales, auctions and similar events).
      - ❖ Outdoor art and craft shows and exhibits.Such events shall be limited to a maximum of two times per year, not to exceed five days per event.
    - (2) Christmas tree sales lots, not to exceed 60 days of site occupation and operation per year.
    - (3) Political campaign offices, not to exceed 60 continuous days of site occupation and operation.
    - (4) Religious, patriotic, historic or similar displays or exhibits within yards, parking areas or landscaped areas, not to exceed 30 days of display in any one-year period for each exhibit. No permit shall be required for a display or exhibit created by a homeowner or a religious, charitable or educational organization on the homeowners or organization's own property for the purpose of commemorating a traditional holiday or historical event.
    - (5) Stands for the sale of jewelry, furs, rugs and household items, not to exceed 30 days per year.
    - (6) Stands for the sale of produce, not to exceed 30 days per year. The provisions of this subsection do not apply to the sale of produce grown on the premises.
    - (7) Temporary retail food sales, not to exceed 30 days per year. This shall include stands for food sales at one-day special events. No permit shall be required for the sale of home-baked items prepared by a homeowner or the members of a religious, charitable or educational organization for sale on the homeowners or organization's own property.
    - (8) Other short-term uses determined to by the Director (or by the Board of Supervisors upon referral by the Director) to be similar to the foregoing.
  - b. **Special Event Permit.** All short-term uses listed in Section 4(a) shall require a Special Event Permit from the Director (or the Board of Supervisors upon referral by the Director). The application for a Special Event Permit shall be on a form approved by the Director and shall include a detailed description of the proposed use, a site plan describing the location of the proposed use on the subject property, a statement of the date(s) on which the use will take place, the proposed daily hours of operation for the use, and a written authorization from the owner of the property on which the use will be located. The fee for a Special Event Permit shall be in accordance with a schedule of fees adopted by the Board of Supervisors. The Director (or the Board of Supervisors, as the case may be) may require a cash bond not to exceed \$5,000 to defray the cost of cleaning up the site if the permittee leaves it in an unsatisfactory condition (see section 4(d) below). Any such bond shall immediately be refunded to the permittee upon the cessation of the use if the site is in satisfactory condition.

- c. **Special Event Permit from Board of Supervisors for longer periods.** Any temporary use of the type listed in section 4(a) shall require a Special Event Permit from the Board of Supervisors if the period of use will exceed the allowable maximum set forth in Section 4(a). The duration of a Special Event Permit for any such use shall not exceed 90 consecutive days one time each calendar year.
  - d. **Performance standards.** Approval of a Special Event Permit shall be conditioned upon the permittee's compliance with the following performance standards and any additional conditions deemed necessary by the Director (or the Board of Supervisors upon referral by the Director) in order to reduce possible detrimental effects to surrounding properties and protect the public health, safety and welfare.
    - (1) **Noise.** Noise shall not be generated by any use to the point of disturbing the peace, quiet or comfort of neighboring properties.
    - (2) **Parking.** Adequate parking areas (including handicap parking) are required in the vicinity of the event. Parking shall be provided on the same property as the event to the fullest extent possible. Public rights-of-way shall be kept open and traversable during the operating hours of the event, and the permit holder shall ensure that there is no unreasonable interference with public travel.
    - (3) **Location.** No permit shall be issued for a site where the use is deemed potentially hazardous to the public. This includes heavily congested or trafficked areas where the use may impede or inconvenience the public. No use shall be permitted in a public right-of-way.
    - (4) **Sanitation.** All requirements of the County Health Department and other health authorities shall be met. Adequate provisions for the disposal of solid waste and wastewater are required for all uses.
    - (5) **Signage.** One freestanding or wall-mounted on-site sign not exceeding six square feet in area and six feet in height is permitted. Sign text and graphics, which relate only to the approved short-term temporary use shall be removed immediately upon expiration of the permit. Off-premise signage, on private property, which describes the location of the use shall be allowed, subject to compliance with all applicable provisions of Article 23 (Sign Regulations) and the approval of the property owner. Lighted signage is permitted in accordance with the provisions of Section 2513(d)(6). A diagram of the sign indicating size, text and location must be submitted with the permit application. No signage is permitted in any public right-of-way unless approved by both the Director and the Navajo County Public Works Department. Additional on-site or off-site directional signage may be permitted at the discretion of the Director (or the Board of Supervisors upon referral by the Director).
    - (6) **Lighting.** All lighting sources shall be aimed or shielded so that the direct illumination is confined to the property on which the use is located. The operation of searchlights or similar lighting sources is prohibited.
    - (7) **Other permits.** Any required Health Department or Sheriff's Office permits or licenses, etc., shall be obtained before the use commences.
  - e. **Restoration of site after use.** The site shall be left free of debris, litter or any other unsightly evidence of the use upon completion or removal of the use and shall thereafter be used only in accordance with the applicable provisions of the zoning regulations.
- 2. **Notice.** The Director may notify adjoining property owners of an application for a Temporary Use Permit or Special Event Permit in any reasonable manner and may solicit their comments prior to issuance of the permit. The Director's decisions as to whether the application warrants notice to adjoining property owners, and as to the manner of such notice, shall be final.
  - 3. **Appeal.** If a Temporary Use Permit or Special Event Permit is denied by the Director, or the applicant is dissatisfied with the conditions of any such permit, or any adjoining property owner is dissatisfied with the granting of any such permit by the Director, the applicant or adjoining property owner may appeal to the Board of Supervisors within ten calendar days after the decision of the Director. The appeal shall be filed by delivering to the Director a notice of appeal, describing in reasonable detail the reason(s) for the appeal. A filing fee in accordance with a fee schedule adopted by the Board of Supervisors shall be paid at the time of filing. The decision of the Board of Supervisors shall be final. The permit shall be stayed while the appeal is pending.

# **SPECIAL EVENT**

## **SITE PLAN INSTRUCTIONS**

### **1) DEFINITION:**

A plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the request for the specific parcel of land.

### **2) CHECKLIST:**

1. Five copies of the site plan drawn to scale on 8-1/2" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed ingress and egress of the subject property.
8. The rural address for the subject parcel.
9. The existing zoning.
10. Owner's signature and date.
11. The Assessor's parcel number for the subject parcel.

# **SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS**

*(Read Carefully)*

***NOTICE: No application will be processed until all items have been received and the application is complete.***

## **CHECKLIST:**

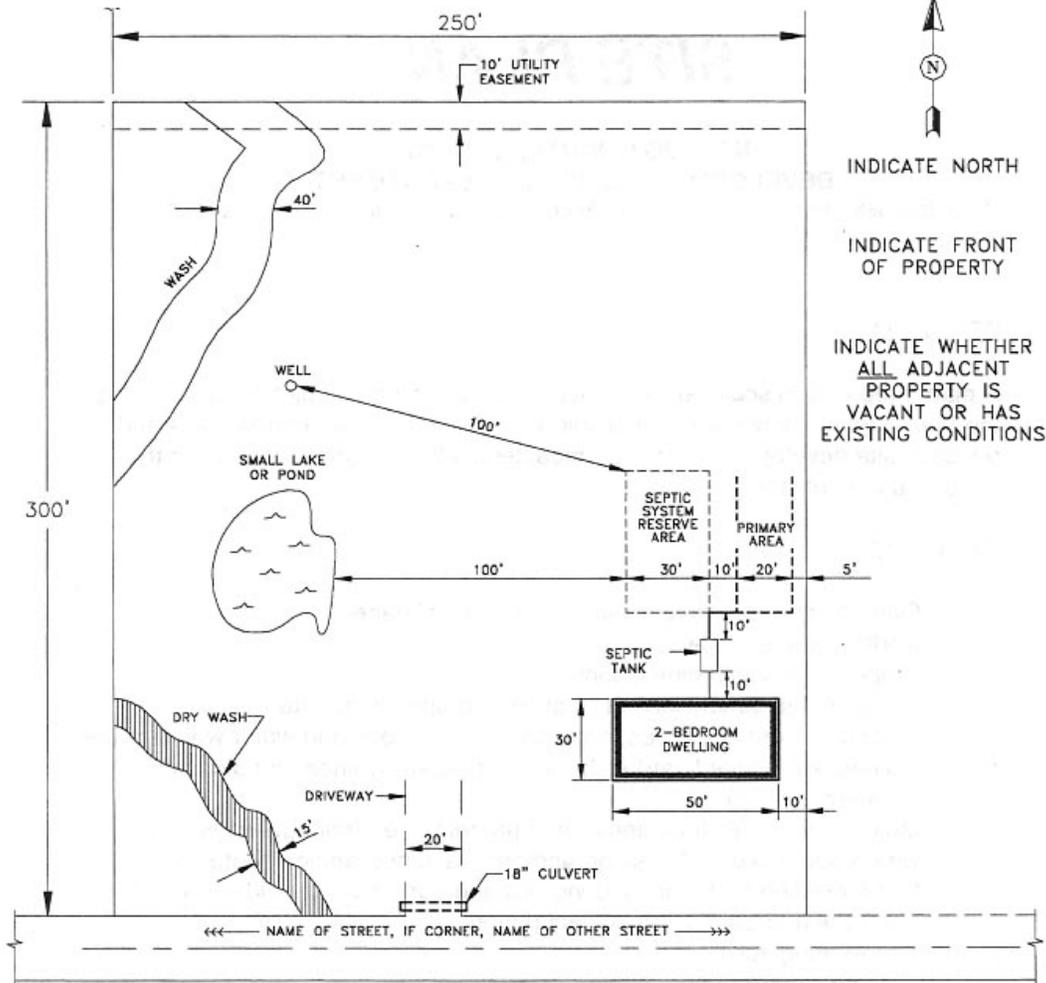
- All information requested on the attached Special Event Permit application must be complete and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract. (Proof of ownership)
- A Special Event Permit application-filing fee of \$150 (non-refundable).
- A letter of intent expressing your reason for the proposed use.
- Five copies of a detailed site plan must be submitted (see attached).

***Incomplete applications will be returned to the applicant***

## EXAMPLE SITE PLAN

Date: \_\_\_\_\_ Owner's Name: \_\_\_\_\_ Parcel No: \_\_\_\_\_

Address: \_\_\_\_\_



N  
↑  
INDICATE NORTH

INDICATE FRONT OF PROPERTY

INDICATE WHETHER ALL ADJACENT PROPERTY IS VACANT OR HAS EXISTING CONDITIONS

**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:**

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...

NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

PLANNING & ZONING

Post Office Box 668 - 100 East Carter Drive
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4399

APPLICATION
SPECIAL EVENT PERMIT

OWNER INFORMATION:

OWNER'S NAME:

AGENT/POINT OF CONTACT:

CONTACT PHONE NO.: FAX NO.:

MAILING ADDRESS:

CITY: STATE: ZIP CODE:

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T N - R E, SECTION, ASSESSOR PARCEL NO.:

SUBDIVISION NAME: LOT:

RURAL ADDRESS: AREA:

PARCEL SIZE: DATE OF OWNERSHIP:

PRESENT USE OF PROPERTY:

GENERAL DIRECTION TO PARCEL:

CURRENT ZONING: (Please Check appropriate Zoning Classification)

A-Gen RU-20 RU-10 RU-5 RU-1 R1-43 R1-10
R-2 R-3 C-R I-1 I-2 Special Development

OWNER'S AFFIDAVIT:

I, (print name), being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA )
) SS
COUNTY OF )

Sworn and subscribed before me on this Day of , 20

Notary Public

My Commission Expires