



The City of  
East Point  
Georgia

## Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7029 (Phone)

404.209.5148 (Fax)

[www.eastpointcity.org](http://www.eastpointcity.org)

### APPLICANT'S CHECKLIST SPECIAL USE PERMIT SPECIAL EVENT, LARGE, INDOOR/OUTDOOR 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 <input checked="" type="checkbox"/>
1.	Pre-Application Review Form	1 original and 7 copies	
2.	Application Form	1 original and 7 copies	
3.	Letter of intent (8½ x 11)	8 copies	
4.	Site Plan	8 copies	
5.	Disclosure Form(s)	8 copies	
6.	Authorization to Inspect Premises	8 copies	
7.	Traffic & Parking Plan	8 copies	

**REQUIRED ITEMS FOR SPECIAL INDOOR/OUTDOOR EVENT USE PERMIT APPLICATIONS: Required for special events with an anticipated attendance greater than 2,000 attendees.**

1. **PREAPPLICATION REVIEW MEETING AND FORM:** Prior to submitting an application, all applicants are required to meet with a Senior Planner who will review the applicant's proposal and site plan and complete a Pre-application Review Form. **No pre-application review meeting will be held on the day of the filing deadline.** Applicants are required to bring the site plan and tax parcel identification number(s) to the meeting. Call 404.270.7029 to make an appointment. Application must be submitted one hundred twenty (120) days prior to the event date.
2. **APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or a notarized statement by the applicant as to ownership are required.
3. **LETTER OF INTENT:** The Letter of Intent should include the following:
  - a. Type and purpose of event
  - b. Date, time and location
  - c. Event sponsors 24-hour contact information
  - d. List of participating vendors
  - e. Any other special requests
4. **SITE PLAN:** Site plan must include a north directional arrow, the name of the thoroughfare from which access is gained, and adjoining uses (i.e., names of businesses, institutions, residence, public facilities, etc.) The true and accurate proposed location of the activity, with dimensions from all property lines to existing building site.
5. **AUTHORIZATION TO INSPECT PREMISES:** This document gives the City of East Point authorization to inspect the premises, which are the subject of this request for rezoning/use permit/variance/subdivision.

## **APPROVAL BY CITY COUNCIL**

All applications for a Special Event Use Permit shall be approved by the East Point City Council. Applications will be presented to Council at the Work Session held the second Monday of each month. An action by Council may be taken at the regular meeting held the third Monday of each month.

## **ADMINISTRATIVE PERMITS AND USE PERMIT GENERAL CONSIDERATIONS**

In the interest of the public health, safety and welfare, the City Council may exercise limited discretion in evaluating the site proposed for a use which requires a Use Permit. In exercising such discretion pertaining to the subject use, the City Council shall consider each of the following:

1. Whether the proposed use is consistent with the Comprehensive Land Use Plan and/or Economic Development Revitalization plans adopted by the City Council
2. Whether the proposed use is compatible with land uses and zoning districts in the vicinity of the property for which the Use Permit is proposed;
3. Whether the proposed use may violate local, state and/or federal statutes, ordinances or regulations governing land development;
4. Whether the proposed use will have a negative effect on traffic flow, vehicular and pedestrian, along adjoining streets and whether any effects can be ameliorated;
5. Whether the proposed, location and number of off-street parking spaces complies with the requirements of the zoning ordinance;
6. Whether the amount and location of open space for the proposed use is adequate for the location, intensity and type of use proposed;
7. Whether protective screening is needed to ameliorate any negative effects on adjacent or nearby properties and whether any screening proposed is adequate;
8. The hours and manner of operation;
9. Whether there is any outdoor lighting proposed and its impact on adjacent and nearby properties;
10. Whether adequate ingress and egress is provided to the property on which the use is located;
11. Whether the use will produce noise, odor dust, or vibrations;
12. What remedial measures, if any, are proposed to minimize the impact of the proposed use;
13. The adequacy of the size and location of the site for the proposed use;
14. Whether adequate provisions are being proposed for refuse, security, sanitation and security areas; and
15. Whether there are other special events for which permits have been issued which may interfere with or negatively impact the proposed event.

No Use Permit will be granted unless satisfactory provisions have been made for each factor applicable to the specific uses set forth in Section 10-2109 through 10-2150. In granting such permits, conditions may be attached as are deemed necessary in the particular case for the protection or benefit of neighbors to ameliorate the effects of the proposed development/use.

## **SPECIAL EVENT, LARGE**

All large special events as defined in this ordinance must meet the standards for Use Permit approval set forth in Sections 10-2085 through 10-2087, the standards for applicable uses specified in 10-2110 through 10-2150, and follow the Use Permit application procedures set forth in Article J of the Zoning Regulations.

A. **Required Districts:** Large special events may only be permitted in the following zoning districts. O-I-T, CR, CL, C-1, C-2, E-I, M-I, MIX, I-1, I-2, B-P, AG-1

B. **Standards:**

No use permit shall be effective for more than 14 consecutive days for a single event on the same property. An application for a special event, large use permit shall be made no less than 120 days prior to the event. Said permit must be posted on site such that it is visible from the street. If such permit is for a parade, the parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

1. The hours of operation shall be 8:00 a.m. to 8:00 p.m., Sunday through Thursday and 8:00 a.m. to 11:00 p.m., Friday through Saturday.
2. The entire property shall comply with the zoning district's setback requirements.
3. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use.
4. No tent, table or other temporary structure shall be located within 250 feet of a single family detached residential structure except within the CR district. Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit. All tents are subject to the approval of the Fire Department.
5. Sales from vehicles with the exception of permitted vending carts and food trucks are prohibited.
6. The entire property shall comply with East Point's parking requirements.
7. Persons accessing the controlled zone (alcoholic beverages) must be identified by wristband and must remain in the controlled zone during consumption.
8. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
9. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
10. Signage shall be in accordance with Chapter 7, Signs.
11. Projected attendance for the event must total 2000 attendees or more for the entire duration of the event.
12. Additional permits required for the proposed event including but not limited to food service permit, electrical permit, mechanical permit, building permit, business license, alcohol license, vendor permit, must be secured prior to the start of the special event, large use permit. Those relevant permits must be applied for separately in accordance with the City of East Point Code of Ordinances and Development Regulations.

C. **Procedures:**

Applications for a Use Permit for a large special event shall be on forms provided by the Department of Planning and Community Development and shall contain the documents and information required in Section 10-2085.

D. **Applicability:**

This section shall not apply to special events with projected attendance of 2000 people or less. Special events with 2000 or less in projected attendance must meet the standards and follow the procedures for securing an administrative permit approved by the Department of Planning and Community Development.



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Today's Date: \_\_\_\_\_

NAME OF APPLICANT

APPLICANT ADDRESS

CITY STATE ZIP CODE

APPLICANT TELEPHONE

APPLICANT EMAIL

Permit # \_\_\_\_\_

24 Hour Contact # \_\_\_\_\_

Email \_\_\_\_\_

### Application must be submitted no less than 120 days prior to the event

Special Event, Large  Parade/Road Race

Expected Attendance  one

Class A  20,000 or more Class B  10,000-19,000 Class C  2,000-9,999 \_\_\_\_ #of Vendors

Road Closure Required Yes  No

NAME OF HOST ORGANIZATION

HOST ADDRESS

CITY STATE ZIP CODE

HOST TELEPHONE

HOST EMAIL

**DETAIL THE EVENT:**

\_\_\_\_\_  
NAME OF EVENT

\_\_\_\_\_  
DATE OF EVENT

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

\_\_\_\_\_  
SET-UP START TIME

\_\_\_\_\_  
SET-UP END TIME

\_\_\_\_\_  
BREAKDOWN START TIME

\_\_\_\_\_  
BREAKDOWN END TIME

\_\_\_\_\_  
DESCRIPTION OF EVENT

\_\_\_\_\_  
PURPOSE OF EVENT

\_\_\_\_\_  
LOCATION (To use the East Point Commons, a \$5,000,000 liability insurance must be provided)

\_\_\_\_\_  
ROUTE LENGTH

PROPOSED ROUTE WILL OCCUPY:  ONE LANE  TWO LANES  HALF OF STREET  FULL STREET

PROPOSED ROUTE WILL HAVE:  ROLLING CLOSURE (street will open up to traffic after participants pass)  
 HARD CLOSURE (event elements will be placed in the street for duration of the event)

List the exact turn by turn route, beginning with the starting and termination locations. Do not just include a map, attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will food be provided?  Yes  No

**Note: You must receive approval from the Fulton County Health Department to sell food at assemblies. A copy of an approved permit must be submitted before your permit is approved.**

Please specify all methods used to cook food in the event area?  
 Gas  Electric  Charcoal  Grease  Other (specify) \_\_\_\_\_

Indoors  Tent  Food Truck/Cart  Other (specify) \_\_\_\_\_

**Note: If there will be more than one food vendor, please attach a list of vendors and method of cooking for each. Make sure to indicate if they will be cooking under a tent or in a food truck/cart.**

Will any fuel tanks need to be refueled/restocked at anytime during the event?  Yes  No

Will there be any fuel stored overnight?  Yes  No

**Note: Grease and Charcoal must be disposed of in predetermined locations.**

**Note: Please identify all cooking locations on your site plan.**

Will items be sold at your event? If yes, please list general vendor categories.

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**Note: Vendors that do not have a valid business license must obtain a Vendor's Permit from the City of East Point. The Vendor's Permit is valid for one (1) year.**

Will a stage be erected?  Yes  No

Will a tent(s) be erected?  Yes  No Tent Size \_\_\_\_\_

**Note: Tents greater than 5000 sq. ft. require a building permit**

Will amusement rides/festival venues be provided?  Yes  No

If yes, what type(s) of amusements will be used? \_\_\_\_\_

Amusement Provider: \_\_\_\_\_

Address: Street \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Yes  No  Will a generator(s) be used? If yes, what type of fuel and what size generators will be used:  
\_\_\_\_\_

If an electric generator is used, are you installing a grounding rod?  
\*Grounding rods must be removed from all public property at the end of the permitted event

Will additional electrical wiring or temporary power poles need to be installed?

Describe electrical needs:

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In certain cases, conditions are imposed by the Chief Building Official, Chief of Police and Fire Chief. Additionally, the Director of Public Works with respect to roadway, water, sewer and/or infrastructure improvements, and right-of-way dedications which must be met. Any use that may be authorized by an Administrative Permit or Special Conditional Use Permit for a Special Event, Small shall comply with all other City regulations, zoning district regulations, and other regulations.

**Submit five (5) scaled drawings (max size 11" x 17") that graphically depict the following information:**

**The statements below will be included as noted on the required drawing:**

If the property upon which the activity is to take place is adjacent to any residential use, the following will be noted on the drawing:

- A maximum continuous sound level of 60dBA and a maximum peak sound level of 75 dBA shall not be exceeded at adjacent property lines of any residential use.
- No sales shall be permitted from a vehicle except a food truck/cart.
- No equipment, vehicle, display or sales activity will block access to a public facility, such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.

**Drawing must also graphically depict the following standards established by the permit type.**

- A north directional arrow, the name of the thoroughfare from which access is gained, and adjoining uses (i.e., names of businesses, institutions, residence, public facilities, etc.)
- The true and accurate proposed location of the temporary activity, with dimensions from all property lines to existing building site. No tent or other temporary structure shall be located within 250 feet of a residential use. A clean-up plan is required that explains who and how the venue will be cleaned after the event.
- Traffic patterns and curb cuts (driveways)
- The true and accurate proposed location of any temporary sanitary facility or trash receptacle with dimensions from the facility or receptacle to the nearest property line. (Must be 100 feet from residential property line.)
- The application shall also include a security plan. The plan must provide for contingencies, such as attendance in excess of projected attendance, and unexpected public safety issues during the event. The applicant shall hire off-duty city police officers or a private security firm to be onsite one (1) hour before and two (2) hours after the commencement of the event.
- Detail the use of any mechanical or electrical equipment. Permits may be required.
- No tent, table or other temporary structure shall be located within 250 feet of a single family detached residential structure except within the CR district. Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit. All tents are subject to the approval of the Fire Department.
- The true and accurate location of the controlled zone depicting access with fencing.



**PLEASE BE ADVISED OTHER DEPARTMENTAL APPROVAL MAY BE REQUIRED**

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Have you held any City of East Point Administrative Permits within the last 12 months?  Yes  No

Permit Number	Event	Date	Location

**MARKETING AND PUBLIC RELATIONS**

Yes  No Will this event be marketed, promoted, or advertised in any manner?

If yes, please indicate the types of advertising (check all that apply):  Local Radio  National Radio  Local TV  
 National TV  Cable TV  Local Newspaper  National Newspaper  Direct Mail/Flyers  Internet  Email  
 Billboards

Yes  No Will there be live media coverage during the event?  
 If yes, please describe: \_\_\_\_\_

Entertainment and Related Activities

Yes  No Is there entertainment associated with your event?

If yes, please indicate the types of entertainment (check all that apply):  Live Music  Disk Jockey (DJ)  Children's Activity  
 Animal Acts  Theatrical Performance  Other: \_\_\_\_\_

Number of Stages/Platforms \_\_\_\_\_

Number of Performers/Bands \_\_\_\_\_

Local or National Acts of Both \_\_\_\_\_

Yes  No  Will sound checks be conducted prior to the event?  
 If yes, State time \_\_\_\_\_ Finish time \_\_\_\_\_

Will sound amplification be used?  
 If yes, State time \_\_\_\_\_ Finish time \_\_\_\_\_

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?  
 If yes, please ATTACH type of firework, map of set-up and fall-out area, and license of operator.

## SECURITY PLAN

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

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Number of off-duty law enforcement personnel hired: \_\_\_\_\_

List "lead officer's" name and contact number: \_\_\_\_\_

Number of Barricades required: \_\_\_\_\_

Are you hiring additional security from a private security company?  Yes  No

\*Note: This is not a substitute for Post-certified off-duty law enforcement personnel

If yes, please list the Name and Contact Number of private security company:

Name of event organizer responsible for managing security plan: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

To be completed by City of East Point Police Chief or his/her designee

APPROVED

DENIED

\_\_\_\_\_  
Signature, East Point Police Chief

## ALCOHOL

Does your event involve the sale of alcoholic beverages?  Yes  No

Are you having alcohol donated to your event?  Yes  No

Does the alcohol provider presently hold a City license for on premise consumption?  Yes  No

If yes, please **ATTACH** a copy of the current City license and fill out the section below

If no, a contract may be established with any East Point on-premises license holder to sell alcoholic beverages, who shall hold the special alcohol permit.

Name of City of East Point Licensee: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Telephone/Fax: Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

What type of alcohol will be served at the event?  Spirituous Liquor  Beer  Wine

**Note: Depict graphically the required alcohol control zone on your site plan. Include**

List alcoholic beverages that will be sold

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does agent, any partner(s) or corporation officer, board member, principle shareholder or trustee have, within the last five (5) years, had any conviction(s) for the violation of any federal, state or local law(s), ordinance(s) or regulation(s)?

Person Charged	Date	Offense	Location (City, State)	Disposition

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable ordinances and laws governing the City of East Point. Further, the Applicant swears under oath by attaching a signature hereupon, a comprehensive survey of the vicinity property where the proposed event is to take place. Applicant further swears that the facts and things stated in the foregoing answers to questions are true and no false or fraudulent statement is made herein – that such answers were made in order to procure the granting of a permit. Should a complaint be filed against the Applicant for violating any regulation associated with this permit, the permit issued for the subject event will immediately become void and will not be reissued.

APPLICANT'S SIGNATURE \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires (SEAL)

**OWNER'S AFFIDAVIT**

Pursuant to the East Point Code of Ordinances or by process and/or procedural requirements of the City, applications for an: Special Event, Small; Roadside Produce Stands Permit; Roadside Vending Permit; or Seasonal Business Permit must provide written notarized, permission from the owner of the property upon which the event is proposed along with an application for said Permit including 24-hour contact telephone for the owner.

In addition, the owner and applicant must ensure and commit to compliance with the standards established by the East Point Code of Ordinances, for the specific application being filed.

Location of Subject Property:

\_\_\_\_\_

Address	City	State	Zip Code
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I hereby certify, under oath, that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney Letter), of the property described above and that by attaching a signature hereupon the Owner does grant permission to \_\_\_\_\_ (Lessee/Applicant) to conduct business as \_\_\_\_\_ (Name of Business/Event) which shall consist of the sale of \_\_\_\_\_ or other event/activity known as \_\_\_\_\_, and that a true and Proper agreement has been entered into with the Lessee/Applicant listed above which allows the Lessee/Applicant to conduct said business/event/activity from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Further, I do hereby certify, under oath, the Lessee/Applicant has been made aware of and will comply with all the standards and requirements of the **East Point Zoning Code of Ordinances**, pursuant to that specific portion by which the above stated business/event/activity is regulated.

**Owner's Information**

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Address: \_\_\_\_\_ 24-Hour Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

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**OFFICIAL USE ONLY**

\_\_\_\_\_ Date \_\_\_\_\_      \_\_\_\_\_ Date \_\_\_\_\_  
Department of Planning & Community Development      Chief Building Official

\_\_\_\_\_ Date \_\_\_\_\_      \_\_\_\_\_ Date \_\_\_\_\_  
East Point Fire Department      East Point Police Department

\_\_\_\_\_ Date \_\_\_\_\_  
Department of Public Works

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## Examples of Acceptable Carts

Small Roadside Vending Cart



Roadside Produce Cart



Large Roadside Vending Cart

