



Douglas County Planning and Zoning

Administrative Temporary Event Permit Application

Applications will be received on business days between 9:00 a.m. and 3:00 p.m.

The Douglas County Planning & Zoning Department processes Administrative Temporary Event applications for unincorporated areas of Douglas County only. To file an application for property located within the city of Douglasville, please contact the city at 770-920-3000 for information.

Applications should be typed or clearly written in dark ink. Illegible applications will not be accepted. Applications must be submitted to the Douglas County Planning and Zoning Department. If approved, fees will need to be paid prior to issuing the application. All applications will be reviewed and determined complete within two (2) working days of the application submittal. Incomplete applications will be returned.

After the application has been accepted, the Planning and Zoning Department will schedule a meeting with the applicant, if necessary. Various departments – including Douglas County Code Enforcement, Engineer, Environmental Health, Fire Department, Office of Risk & Safety, Sheriff's Department, and Department of Transportation – will complete a thorough evaluation/ impact study of the requested event. This review will take into consideration existing County ordinances, policies and Future Land Use Plan.

The results of the evaluations completed by these various departments will be consolidated into the file and any conditions of the permit listed in writing with the approval or denial. The applicant will be notified in writing within ten (10) days of application of the Staff decision.

NOTE: Liability insurance will be required subject to review by the Douglas County Office of Risk and Safety. Other information may be required, including a detailed route and/ or access plan, indicating the proposed route for access to the event location; locations for parking; emergency action plan; lighting plan; alcohol or food service permits; and other items as required by Douglas County.

No work should begin on any site before all needed permits are obtained, including, but not limited to building permits, sign permits and construction or set up of any temporary structures.

Any questions may be directed to the Planning and Zoning Department at 770-920-7241.



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APPLICATION FOR A TEMPORARY SPECIAL EVENT

Date of Application: _____

Applicant Name: _____

Applicant Email: _____ Applicant Phone: _____

Address of Event Location: _____

Location Tax Parcel ID: _____

Location Owners Name: _____

Owners Email: _____ Owners Phone: _____

Type of Event

Temporary Indoor/ Outdoor Special Event (includes film permits)	☐	Seasonal Use/ Agricultural Related Activity	☐	Yard Sale/ Garage Sale	☐	Other	☐
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Event Description (attach additional pages if needed): _____

Part I: Information Need for All Events

Date(s) of the Event: _____

Hours of the Event (including set up/ break down): _____

Have sign permits been obtained for the event: _____
(more information for sign permits found at <https://www.douglascountyga.gov/257/Code-Enforcement>)

Part II: Information Needed for Seasonal Use/ Agricultural Related Activity or Temporary Indoor/ Outdoor Special Event (includes film permits)

Organization Represented by the Applicant: _____

Organization website: _____ Organization phone: _____

Estimated # of Attendees (per day and total for a multi-day event): _____



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Estimated # of Vendors (per day and total for a multi-day event): _____

Estimated # of Staff on site per day (including volunteers): _____

Estimated # of Vehicles coming to the event per day: _____

Have food service permits been obtained for the event: _____

Will the event include alcohol/ have temporary alcohol permits been obtained: _____

Will tents or other temporary structures be used as a part of the event (describe): _____

Will activities be completely confined to the location identified on this application, or will there be ancillary activities (such as off-site parking, base camp, etc). Describe below:

Part III: Other Items Required for Review

Please submit the following items as an attachment to this application (as relevant):

- A drawing depicting the activity's location from property lines, including activity areas (display, sales, entertainment, etc), sanitary facilities, parking areas, and ingress/ egress locations
- The route for proposed ingress/ egress to access the temporary event location
 - The route must start from a public right-of-way
 - A map can be attached
- A parking plan for off-street parking
- A written emergency action plan (including private medical services if required by Fire/ EMS)
- Outdoor Lighting Plan
- Proof of Insurance
- Signed Indemnification Agreement

Part IV: Signatures

Signature of Applicant

Date

Signature of Property Owner

Date



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Part V: Department Approvals (Office Use Only)

<i>Department</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
Planning and Zoning: _____ Comments:	☐	☐	☐
DCDOT: _____ Comments:	☐	☐	☐
Fire Marshall: _____ Comments:	☐	☐	☐
DCSO: _____ Comments:	☐	☐	☐
Risk Management: _____ Comments:	☐	☐	☐
Date Permit Issued:			
Issued By:			



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Signage Requirements – Temporary Special Events

It is recommended that you provide a map to all individuals that will need assistance locating your event and directional signage is not used. However, if you choose to use directional signage, it is imperative that you follow all applicable Sign Ordinances. Common violations of the Sign Ordinance involve the following requirements.

1. All signs must be at least 3 feet off the right-of-way
2. No signs may be placed on Interstate 20 or the ramps.
3. You must have permission of the property owner before you place signs on private property.
4. No signs may be placed on utility poles or traffic signs of any kind.
5. No signs may be placed on any tree.
6. All signs must be removed no later than 2 days after the end of the event.
7. If you are notified of a sign violation you must move or reposition the sign as directed.

If your sign is to be placed inside the city limits of Douglasville, please contact Lt. Wayne Kelley with the city of Douglasville Code Enforcement Division at 770-920-3010.

If your sign is to be placed in unincorporated Douglas County, please contact Russell Tisone with the Douglas County Code Enforcement Department at 770-920-7372.



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Contact List – Temporary Special Events

Below is a list of contacts that can assist with various questions in regard to your temporary event application.

Douglas County Planning and Zoning <i>*for issuance of all temporary event applications, including film permits</i>	Kim Watters 770-920-7241 kwatters@douglascountyga.gov Allison Duncan 678-715-5370 aduncan@douglascountyga.gov
Douglas County Department of Transportation <i>*for all requests for road closure or other requests impacting Douglas County right-of-way</i>	Karla Poshedly 678-715-5365 kposhedly@douglascountyga.gov
Douglas County Communications/ Film Office <i>*for general requests about filming in Douglas County</i>	Yvette Jones 770-920-7303 470-662-0617 yjones@douglascountyga.gov
Douglas County Constituent Services <i>*for general requests about filming or other special events at Douglas County-owned facilities</i>	Wendy Caudle 770-920-7440 678-860-3986 kcaudle@douglascountyga.gov
Douglas County Code Enforcement <i>*for sign permits</i>	Fran Goss 770-920-7383 Fgoss@douglascountyga.gov Russell Tisone 770-92-7372 rtisone@douglascountyga.gov
Douglas County Sheriff's Office <i>*for security for county-owned property and traffic control in unincorporated Douglas County</i>	Captain Scott Worthan 678-486-1313 678-794-8736 sworthan@sheriff.douglas.ga.us
City of Douglasville Planning and Zoning <i>*for temporary event permits, including film permits, in the city of Douglasville</i>	Marissa Jackson 678-449-3202 jacksonm@douglasvillega.gov
City of Douglasville Code Enforcement <i>*for sign permits in the City of Douglasville</i>	Lt. Wayne Kelley 770-920-3010