

# ROCKDALE COUNTY



## **SPECIAL EVENT PERMIT APPLICATION** UNIFIED DEVELOPMENT ORDINANCE TITLE II, SECTION 218-2

### DEPARTMENT OF PLANNING AND DEVELOPMENT

958 Milstead Avenue  
Conyers, Georgia 30012

Phone: 770-278-7100  
Fax: 770-278-8940  
[www.rockdalecountyga.gov](http://www.rockdalecountyga.gov)

**APPLICATION MUST BE SUBMITTED AT LEAST THIRTY DAYS PRIOR TO THE  
START OF THE EVENT!!!**

**FEE: \$30.00 (NONREFUNDABLE)**

TODAY'S DATE: \_\_\_\_\_

**EVENT:**

LOCATION OF EVENT: \_\_\_\_\_

TYPE AND PURPOSE OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TO \_\_\_\_\_  
(LIMITED TO A MAXIMUM OF 10 CONSECUTIVE DAYS)

TIME OF THE EVENT: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

PROVIDE A MAP OF THE EVENT LOCATION TO DELINEATE BOUNDARIES AS REQUIRED IN 218-2 (b) (2) (b).

**APPLICANT:**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

IF THE SPECIAL EVENT ACTIVITY TAKES PLACE ON PRIVATE PROPERTY OR ON ROCKDALE COUNTY PUBLIC PROPERTY INCLUDING PUBLIC STREETS, SIDEWALKS, RIGHTS-OF-WAY, OR PARKS, AND IS EXPECTED TO AFFECT THE ORDINARY USE OF SUCH PUBLIC PROPERTY THROUGH IMPACTS SUCH AS STREET CLOSINGS, UNLAWFUL PARKING, IMPEDING EMERGENCY ACCESS, UNSANITARY CONDITIONS, BLOCKING INGRESS AND EGRESS TO PRIVATE PROPERTY, AND SIMILAR IMPACTS, EXCEPT AS EXEMPTED UNDER SECTION 218-2 (1), PROVIDE THE FOLLOWING INFORMATION.

**OWNER:**

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE PROVIDE A WRITTEN LETTER OF APPROVAL FROM THE PROPERTY OWNER.

**HOMEOWNERS ASSOCIATION:**

PRESIDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE PROVIDE A WRITTEN LETTER OF APPROVAL FROM THE HOMEOWNERS ASSOCIATION.

IF ON ROCKDALE COUNTY PUBLIC PROPERTY, PROVIDE THE FOLLOWING INFORMATION.

**ROCKDALE COUNTY PUBLIC PROPERTY:**

SPONSOR'S NAME (IF ANY): \_\_\_\_\_

SPONSOR'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE ATTACH COPY OF WRITTEN AGREEMENT FROM SPONSOR.

	Yes ✓	No ✓
WILL YOU NEED TEMPORARY POWER DURING THE EVENT?		
WILL YOU PROVIDE FIRST AID?		
WILL YOU PROVIDE RESTROOM FACILITIES? If so, indicate location of restroom facilities on event location map.		
WILL YOU PROVIDE TRASH RECEPTACLES? If so, indicate location of trash receptacles on event location map.		
WILL THERE BE VENDORS? If so, please provide a list of all vendors and products vendors will be selling.		
WILL THERE BE A SPECIAL EVENT SIGN POSTED TO ADVERTISE THE EVENT? If a sign is requested, please complete the Special Event Sign Application.		
WHAT ARRANGEMENTS HAVE YOU MADE FOR PARKING VEHICLES?		
WILL YOU NEED THE AIDE OF A SHERIFF'S DEPUTY FOR TRAFFIC CONTROL? Please provide the name and badge number of the officer who will handle traffic control. _____		
WILL FOOD AND BEVERAGES BE PROVIDED? If so, please provide details. _____		

IF THE SPECIAL EVENT IS TO BE LOCATED ON PUBLIC PROPERTY, OBTAIN AND MAINTAIN FOR THE DURATION OF THE SPECIAL EVENT COMPREHENSIVE GENERAL LIABILITY INSURANCE IN A MINIMUM AMOUNT OF \$500,000 COMBINED LIMITS FOR BODILY INJURY AND/OR PROPERTY DAMAGE THAT NAMES ROCKDALE COUNTY AS AN ADDITIONAL NAMED INSURED. PLEASE PROVIDE A COPY OF THE INSURANCE CERTIFICATE.

FALSE OR MISREPRESENTED STATEMENTS CONTAINED IN THIS APPLICATION WILL CONSTITUTE REVOCATION OF ANY LICENSE PURCHASED, AND LICENSE WILL BE REVOKED. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ITEMS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT STATEMENTS.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**INDEMNIFICATION**

I, \_\_\_\_\_, SHALL HOLD ROCKDALE COUNTY, ITS OFFICERS, EMPLOYEES AND AGENTS HARMLESS FROM ANY LIABILITY OR DAMAGES FOR PROPERTY DAMAGE OR BODILY INJURY, INCLUDING DEATH, WHICH MAY ARISE FROM ANY ACTS OR OMISSIONS EMANATING FROM A SPECIAL EVENT LOCATED ON OR INVOLVING ANY PORTION OF PUBLIC PROPERTY.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

PLANNING AND DEVELOPMENT IS RESPONSIBLE FOR CIRCULATING THIS APPLICATION TO THE REVIEWING DEPARTMENTS, **NOT THE APPLICANT.**

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

ROCKDALE COUNTY SHERIFF'S OFFICE:

WILL THE EVENT REQUIRE TRAFFIC AND CROWD CONTROL? \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ROCKDALE COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH:

WILL OUTDOOR TOILET FACILITIES BE REQUIRED? \_\_\_\_\_ HOW MANY? \_\_\_\_\_

WILL THERE BE ANY FOOD OR DRINK PRODUCTS SERVED? \_\_\_\_\_

IF SO, PLEASE DESCRIBE WHAT WILL BE AVAILABLE:

\_\_\_\_\_

WILL TEMPORARY GARBAGE RECEPTACLES BE REQUIRED? \_\_\_\_\_

IF SO, HOW MANY WILL BE REQUIRED? \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ROCKDALE COUNTY FIRE DEPARTMENT:

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ROCKDALE COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT:

CONDITIONS OF APPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS SPECIAL EVENT PERMIT WAS ISSUED ON: \_\_\_\_\_

## CODE OF ROCKDALE COUNTY

### Sec. 218-2. - Special event permits.

- (a) *Permit required.* Except as provided in subsection 218-2(1) below, it shall be unlawful for any person to conduct or cause to be conducted any special event in unincorporated Rockdale County without first obtaining a valid permit for such event. Said permit shall be valid for a period of time not to exceed ten consecutive days.
- (b) *Application procedures.* The following application procedures shall govern special event permits:
  - (1) Applications for special event permits shall be submitted on a form provided by the department. A nonrefundable application fee shall accompany the application as established by the board of commissioners to defray the cost of processing the application. The complete application must be submitted at least 30 days prior to the starting day of the proposed special event.
  - (2) The application shall contain each of the following unless the department deems an item inapplicable to the type of event proposed:
    - a. Name, address, phone and email of the applicant.
    - b. Delineation of boundaries. The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than  $8\frac{1}{2} \times 11$  inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The department shall require, as part of the approval for the event, that areas no less than five feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.
    - c. The date(s), hours and duration of the event.
    - d. Estimated attendance figures.
    - e. Completed and signed application forms.
    - f. A statement of the type of special event proposed.
    - g. If the special event is to be located on public property, obtain and maintain for the duration of the special event comprehensive general liability insurance in a minimum amount of \$500,000.00 combined limits for bodily injury and/or property damage that names Rockdale County as an additional named insured. A certificate evidencing such insurance shall be provided with the application.
- (c) *Signs.* Special event signs shall be authorized as provided under chapter 230 of the Rockdale County Code of Ordinances.
- (d) *Vendors.*
  - (1) *Sales permitted.* The sale of food or any merchandise or services of any type by a vendor shall be allowed as a component of a special event located on public property provided such vendor is approved and authorized in writing by the permit holder of the event and shall be conducted in accordance with such conditions and limitations as shall be imposed in writing by the permit holder and submitted as part of the application for a permit. Vending on private property is prohibited. Beer, wine and liquor sales, service

and consumption shall be prohibited on public property, including public streets, sidewalks, rights-of-way and parks.

- (2) *Authorization of vendors.* The permit holder of a special event shall have sole responsibility and authority to allow or disallow sidewalk or street vending as a component of an event and to designate the location and activities of such vendors. It shall be unlawful for any vendor to engage in such business on private property or at any location or in any manner not authorized by the permit holder of the event.
- (3) *Identification required.* Any public property vendor authorized by the permit holder shall be required to prominently display on his or her person a badge identifying the vendor as an authorized participant in the event. Such identification shall be not less than three inches by three inches, shall state that the bearer is an official participant in the event, and shall bear the signature of the permit holder of the event.
- (4) *Food sales.* The vendor of any food, whether hot or cold, as part of a special event located on public property shall be subject to all rules and regulations of the Rockdale County Environmental Health Department. It shall be the responsibility of the permit holder of an event to ensure compliance with this section by any such vendor.

(e) *Sanitation.*

- (1) The permit holder of a special event shall be required to provide temporary outdoor toilet facilities at any event at which 100 or more persons are expected to be in attendance. The number of toilets and their locations shall be determined by the Rockdale County Environmental Health Department.
- (2) The permit holder of the special event shall be required to provide temporary garbage receptacles at any event at which 50 or more persons are expected to be in attendance. The number of receptacles and their locations shall be determined by the Rockdale County Environmental Health Department.
- (3) The permit holder shall be responsible for cleaning the public property area(s) on which the event was held to its pre-event condition within 24 hours of the conclusion of the event. If the permit holder fails to clean up such areas, such clean up shall be arranged by Rockdale County and the costs charged to the permit holder.

(f) *Public safety.*

- (1) Traffic and crowd control shall be provided by the Rockdale County Sheriff's Department and the number of officers and/or special arrangements shall be determined by the sheriff. The permit holder shall be responsible for costs associated with public safety.
- (2) A special event shall be limited to the specific geographic area(s) within which the event is to take place and the permit holder of the special event shall be responsible for the provision of sheriff and sanitation services within the boundaries of the event for a period of two hours past the conclusion of the event or until the area is cleared of all activities related to such event.

- (g) *Other permits required.* The permit holder shall obtain other permits that may be required by other chapters of this Code. Except as specifically authorized herein, nothing in this section is intended to authorize activity otherwise prohibited by the Rockdale County Code. Special events held on private property shall be limited to two special events per calendar year per private property location.



- (h) *Indemnification.* The permit holder of any special event shall hold Rockdale County, its officers, employees and agents harmless from any liability or damages for property damage or bodily injury, including death, which may arise from any acts or omissions emanating from a special event located on or involving any portion of public property. Such indemnification shall be submitted with the application on a form provided by Rockdale County.
- (i) *Additional charges.* Rockdale County may assess additional costs against the permit holder for special events located on public property should the holder fail to provide sanitary cleanup such that any public property used for the special event is left in the same condition as that preceding the event, or fail to repair or replace public property or equipment damaged or destroyed during a special event. The director of the department of recreation and maintenance shall transmit an itemized bill setting forth any verifiable expenses for sanitary cleanup and repair or replacement of public property or equipment incurred by Rockdale County to the permit holder within 30 days of the conclusion of the event. Should the permit holder refuse to pay such bill within 30 days of the date of said billing, Rockdale County may seek legal recourse authorized under applicable law for recovery of said expenses. The applicant shall sign a statement prior to issuance of a special event permit agreeing to payment of these additional costs on a form provided by Rockdale County.
- (j) *Administrative review.*
  - (1) The director shall cause the application to be circulated to each government department or other agency whose services the director determines would be affected by the nature and activities of the proposed event. Each such department or agency shall review the application and note the services which it will be required to perform, the number of personnel to perform such services, the length of time to perform such services, the estimated cost to perform such services, and any other information which would assist the department or agency in facilitating the event and services required.
  - (2) Each department and/or agency reviewing an application may recommend in writing certain conditions or restrictions deemed necessary to facilitate the event, to comply with other laws or regulations, or to ensure the safety, health and welfare of the community. In reviewing the recommendations of the departments, the director may impose and enforce such conditions or restrictions as a part of the permit. A violation of the permit, including such conditions or restrictions, shall be deemed a violation of this section.
- (k) *Permit decision.*
  - (1) After considering all comments and conditions of the reviewing departments and agencies as well as other information pertaining to the proposed event as described on the application, and after the payment of all applicable fees and costs, the director shall approve or conditionally approve the application and issue a permit for a special event upon a finding that satisfactory provisions and arrangements have been made by the applicant concerning all requirements of this section to the satisfaction of each reviewing department and agency. If such satisfactory provisions and arrangements have not been made by the applicant, the permit shall be denied.
  - (2) The director shall either issue, issue with conditions or deny the permit application no later than 20 days following the date the completed application is filed. If the permit is denied, the applicant shall be notified in writing of the denial and the reason(s) for denial.

(3) Appeals from final decisions of the director regarding special event permits shall be to the board of adjustment pursuant to section 238-8. Decisions made by the board of adjustment shall be final. All appeals of the decisions made by the board of adjustment shall be by writ of certiorari from the Rockdale County Superior Court pursuant to section 238-13

(1) *Exemptions.*

(1) *Funeral processions.* The provisions of this section shall not apply to any procession conducted under the supervision and direction of a funeral director in conjunction with any funeral.

(2) *Government sponsored events.* The director shall be authorized to waive or otherwise expedite any or all of the review process and fees applicable to such review and permit for special events sponsored and held by Rockdale County Government, Rockdale County Public School System, the State of Georgia, and the Federal Government. Events on public property for which a contract has been awarded by the Rockdale County Board of Commissioners to a person, group, organization, association, club or other entity shall be exempt from this permit.

(3) *Constitutionally protected activities.*

a. Except as provided in subsection b. [below], any person, group or organization engaged in any picketing, demonstrations, assembly, gathering, procession or other free speech activity protected by the U.S. Constitution or the Georgia Constitution shall be exempt from the provisions of this section. Said person, group or organization engaged in said protected activity shall be prohibited from blocking the ingress and egress of any public or private place.

b. Planned assemblies, marches, or similar constitutionally protected free speech activity that will require street closings or will compromise the ability of the county to respond to public safety emergencies shall be required to comply with this section with the following modifications:

1. The complete application may be submitted up to 20 days prior to the starting date of the planned free speech activity;
2. Permit decisions shall be made by the director within ten days of receipt of the completed application;
3. Appeals from the final permit decision shall be expedited so that they are heard by the board of adjustment within seven days of filing a notice of appeal.

(4) *Small private gatherings.* The provisions of this section shall not apply to gatherings or activities located on private property which will make no use of public property, including streets, other than for lawful parking. Garage sales, yard sales, and similar sales on private property are exempt from the provisions of this section.

(Ord. No. 0-2010-05, § 2, 4-27-2010; Ord. No. 0-2012-11, § 12, 11-27-2012)