

# Town of Sunset Beach Planning and Zoning

Planning and Zoning  
700 Sunset Boulevard North  
Sunset Beach, NC 28468



Phone: 910-579-6297  
www.sunsetbeachnc.gov

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## TEMPORARY EVENT PERMIT

### Temporary Event Application

Applications will be considered for review by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning and Community Development Staff.

1. \_\_\_\_\_ **Pre-submittal Meeting Date of Meeting** \_\_\_\_\_
2. \_\_\_\_\_ **Signed Application**
3. \_\_\_\_\_ **Application Fee- \$25.00**
4. \_\_\_\_\_ **Narrative/Letter of Intent**  
A letter describing, in detail the intent and purpose of the temporary event, meeting the approval criteria set for in Article 7, Supplemental Regulations, Section 7.31, Temporary Uses of the Town of Sunset Beach UDO.
5. \_\_\_\_\_ **Signed Temporary Event Parking Requirements**
6. \_\_\_\_\_ **Parking Permission Form(s)**
7. \_\_\_\_\_ **Parking Site Plan**
8. \_\_\_\_\_ **Proof of liability insurance (if applicable)**
9. \_\_\_\_\_ **Payment of event fees (Due at the time of permit issuance)**

**Temporary Event**



**Submit Completed Application  
and Materials**



**Planning Staff Review**



**TRC Meeting**



**Address all staff comments**



**Issue Permit**

# TEMPORARY EVENT PERMIT APPLICATION

## THIS SECTION FOR OFFICE USE

Application No.	<b>TEMP</b>	Date	
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### SECTION 1: APPLICANT INFORMATION

Applicant's Name:		Owner's Name:	
Applicant's Address:		Owner's Address:	
City, State, & Zip		City, State, & Zip	
Phone Number:		Phone Number:	
Legal relationship of applicant to land owner:			

### SECTION 2: EVENT INFORMATION

Name of Event:			
Organization's Name and Address:			
Location of Event:			
Event Dates:		Event Hours:	
Parcel #		Non Profit Beneficiary:	
Description of Temporary Event and list of vendors:			

### SECTION 3: SIGNATURES

Applicant's Signature		Date:	
Owner's Signature		Date:	

### SECTION 4: CONDITIONS OF PERMIT (STAFF ONLY) *Check all that apply*

	Subject to compliance with all local, state and federal regulations
	Compliance with the site plan and application submitted for this permit
	Town of Sunset Beach Fire Department approval
	Town of Sunset Beach Building Inspections approval
	Town of Sunset Beach Police approval

### SECTION 5: ADDITIONAL COMMENTS

<p><b>RETURN COMPLETED APPLICATION TO:</b>                  Town of Sunset Beach                  Planning and Zoning                  700 Sunset Boulevard North                  Sunset Beach, NC 28468</p>	

Application Approved by:		Date:	
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### Services Requested

- Electricity Hook Up
- Restroom Cleaning Fee
- Water Hook Up
- Microtrash Cleaning Fee
- On Site Fire Pick Up/ Side by Side
- On Site EMT/Firefighter
- On Site Fire Truck
- On Site Marked Police Car
- On Site Rescue Boat
- On Site Police Officer
- Picnic Area Rental
- Gazebo Rental
- Barricades, # Requested-
- Cones, # Requested-
- Tent Inspection (Required for tents over 700 sq. feet)
- Park Rental- High Impact (Over 150 People)
- Park Rental- Medium Impact (50-150 People)
- Park Rental- Low Impact (Less than 50 People)



## Temporary Event Parking and Traffic Control Requirements

Name of Event: \_\_\_\_\_

Organizer/Applicant Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_

The Town recognizes and respects the business community members that may be affected by special temporary events within certain areas of Town limits. This form is necessary to ensure that the applicant for special events assures the business owners and community members that their businesses will not be negatively affected by the event.

The requirements and related materials that must be attached and included with the application are as follows:

1. A letter of intent outlining the dates, location(s), use, duration of use, owner, operator, and other required information shall be submitted to the UDO Administrator prior to the issuance of a permit.
2. For temporary events held in the Town Park, the applicant may contact each business/property owner (of record) that may be affected by your event, if wishing to request use of their private parking areas for event patrons. If you are using or not using surrounding businesses for parking purposes, each business must be maintained to be sure the surrounding business owners are not being affected by your event except for what you have been granted permission to use. The current businesses near the Town Park include, but are not limited to:
  - a. **NOTE: If not wishing to contact any, some, or all business owners, those properties MUST be monitored at all times during your event.**

Boat Landing	Crabby Oddwaters/Bills Seafood	Coastal Outfitters
Dollar General	Mavericks Pointe	Mavericks Java
Dave's Outpost	Old Bridge Historical Society	Island Breeze

For an event held elsewhere within Town limits, a listing of the surrounding businesses specific to that event location will be inserted here.

**NOTE:** No parking is permitted in the NC Boat Ramp parking area, or on the grass within the parking area, for any purpose other than boating and fishing.

- If permission is granted, it must be in written form on the attached permission form and shall include the number of spaces available, a specific area for event parking, or if the entire parking area for which permission is granted. If permission is granted for a specific parking area, a map shall be required showing said area with an explanation of the plans to control the parking in the specified area.

3. The applicant of the temporary event is required to retain qualified, dedicated persons to provide parking and traffic control before, during and after the event. Dedicated persons (referred to as Controllers) can be volunteers, private companies or the Town's police force. Volunteers or private company controllers must wear distinguishing clothing such as brightly colored vests.
- a. Controllers shall be required to direct traffic at the intersection of Sunset Blvd. North and Shoreline Drive West at all times to prevent traffic congestion in and around the area. For an event held elsewhere within Town limits, the specific areas of traffic control will be inserted here:
  
  - b. Controllers shall be required to assist motorists with determining where and how (angled, parallel, perpendicular) public parking is allowed.
  - c. Controllers shall be required to staff private parking area(s) that the applicant has secured as event patrons parking. Signage is sufficient if the private parking area in its entirety is accessible. Signage and a dedicated Controller shall be required if a specific area of the private parking area(s) is to be designated for the event.
  - d. Controllers shall be required to staff private parking area(s) for which permission has not been granted if the business is open; otherwise cones shall be placed as to prevent entry to the parking area.
  - e. The applicant of temporary events is required to survey the event public and private parking area(s) to ensure that any and all signage, designation methods and trash are removed at the end of the event.

I, the undersigned applicant, agree to abide by the temporary event parking and traffic control rules and requirements as set forth in this document.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned Town Official, confirm receipt of the Parking Permission Form from each business owner that may be affected by the event.

Town Official \_\_\_\_\_ Date \_\_\_\_\_



**Parking Permission Form**

Name of Event: \_\_\_\_\_

Organizer/Applicant Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_

For temporary events held within Town limits, the Town requires the applicant to contact each business/property owner (of record) that may be affected by the event, to request use of their private parking areas for event patrons. The applicant is required to obtain written permission or denial from each.

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

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

Use Permission for Private Parking Area:

All

Some (specify below)

Denial

Limitations/Instructions:

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date