Outdoor Assembly   
Application Form

Persons having an interest, by ownership or option to purchase, in property on which a short-term or long term outdoor assembly use is planned must complete and submit this form to the City of Auburn according to the time frames indicated. This application must be submitted to the City Clerk for consideration by the Zoning Administrator for short-term outdoor assembly uses, and for consideration by the Planning Commission for long-term outdoor assembly uses.

Outdoor Assembly is defined as, “*Entertainment, educational, and cultural events generally involving the outdoor assembly of 100 or more people and with a commercial or fundraising purpose. Outdoor assembly uses may be short-term or long-term and located on a site permanently designated for such purposes.*”

Along with this application, applicants must submit:

* **Short-Term Outdoor Assembly:** A $650 application fee. Additional costs may be required by the Bay County Sherriff’s Office, City of Auburn Department of Public Works, or other local, state, or federal agencies.
* **Long-Term Outdoor Assembly:** A special land use application and completed site plan, with associated fees. Once a Special Land Use has been approved, information required for short-term events may be required, along with a review fee of $350 and additional costs required by other local, state, or federal departments or agencies.

**Applicant/Developer Information**

**Name:**

**Address:**

**Phone Number: Email:**

**Property Owner Information (If Different)**

**Name:**

**Address:**

**Phone Number: Email:**

**Property Information**

**Property Address:**

**Parcel ID (Tax ID Number): Current Zoning:**

**Current Use of Property:**

Short-Term Outdoor Assembly

A short-term outdoor assembly use must meet the following standards. If the proposed use does not meet each of these standards, it likely requires a Long-Term Outdoor Assembly Special Land Use which is granted by the City of Auburn Planning Commission.

* The use or event shall not be for more than seven consecutive days.
* No more than one short-term outdoor assembly use may occur on the same site during a 3-month period.
* The total time period for short-term outdoor assembly uses or events for one property shall not exceed fourteen days in one calendar year.

# 60 Days Prior to the Event

The following must be submitted to the Zoning Administrator at least 60 days prior to the short-term event or use.

* A plot plan with a sketch of the site that indicates the location of stages, tents, tables, chairs, fences, vendors, etc. along with a description of the use, expected attendance, parking and on-site circulation, and additional information as required by the City of Auburn or other agencies. If the use is for a walk or race, submit the proposed route as well.
* Additional permits for street closures, right-of-way usage, and other necessary approvals and permits must be identified in the application to the Zoning Administrator, and any permit approval by the Zoning Administrator shall be conditioned upon receiving other necessary permits.
* A description of any proposed signs and associated sign permits. Signs must meet all relevant ordinance standards and be removed at the end of the event.

# 30 Days Prior to the Event

The following must be submitted to the Zoning Administrator at least 30 days prior to the event.

* Certificate of insurance that lists the City of Auburn as additional insured. If alcohol is included in the event, the certificate must include liquor liability.
* Documentation of notification sent to adjacent properties to the event. For races, notification must be provided to properties adjacent to the main staging area, but not for properties along the race route.
* A clean-up plan that clearly states whether City of Auburn staff are anticipated to support event clean-up or whether a private company will be utilized. If a private company will be utilized, provide contact information.
* Confirmation of the number and type of restrooms to be provided and demonstration that restrooms will be adequate to serve all event participants and spectators.
* Liquor License (if applicable) submitted for approval to Bay County Sherriff’s Office at least 15 days prior to the event.
* Event timeline or run of show that provides an agenda for activities, including clean-up and tear-down for the duration of the event.
* Security plan, including contact information for any private security companies proposed to be utilized. The security plan will be reviewed by the Bay County Sheriff’s Office.
* Amplified sound information, including the duration of amplified sound, equipment to be used, equipment provider, and contact information for day of event.
* A parking management plan that indicates the location of all parking on site, how traffic will be directed, and plans for overflow parking.
* An event action plan that includes emergency contacts and severe weather plans.

# 15 Days Prior to the Event

The following activities must be completed at least 15 days prior to the event and documentation of their completion submitted to the Zoning Administrator.

* A list of all vendors, including food vendors along with documentation that all vendors have proper licenses.
* Schedule fire department and building/mechanical inspections.
* List any other permits or inspections required for the event and the dates of inspection and status.

# Please note:

* All applications shall be reviewed by the Fire and Police Departments.
* All events shall end no later than 12AM. The Zoning Administrator may require short-term events to end earlier.
* At the Zoning Administrator’s discretion, the proposed use may be required to submit a full site plan for review by the Planning Commission, consistent with the standards of Article 5 of the City of Auburn Zoning Ordinance.
* Overnight residing on the site is prohibited unless approved by the Planning Commission.
* The timeline provided above for short-term events must be strictly followed. If any required piece of information is not provided consistent with the timeline, the Zoning Administrator shall revoke the permit.

Long-Term Outdoor Assembly

A long-term outdoor assembly special land use permit may be granted by the Planning Commission, according to the processes and standards listed below and in the City of Auburn Zoning Ordinance.

**Long-term outdoor assembly permits must be renewed each 12 months and comply with other City of Auburn ordinances.** **An application for a long-term outdoor assembly Special Land Use must be received by the City of Auburn at least 90 days prior to the proposed event.** Renewal applications shall follow the same process as the original application.

The following information is required prior to a long-term outdoor assembly use being established.

* A completed and approved special land use and site plan review application. In addition to the existing requirements for a special land use permit and site plan, the following must be addressed.
  + *Overnight residing on site.* The site may not be occupied for more than 12 hours per day. In no event shall overnight occupation be automatically permitted. Overnight residing on a site of outdoor assembly is only allowed if specific permission is granted by the Planning Commission during the special land use and site plan review process.
  + *Sanitary facilities.* Sites selling items for human consumption must have access to adequate hand washing and toilet facilities. Sites selling items not for human consumption must have access to adequate toilet facilities only.
  + *Display of goods.* Display and sale of goods may not be within the required yards for the zoning district.
  + *Parking.* Parking areas for long-term outdoor assembly uses shall comply with all requirements for Multi-family, Business, and Industrial districts outlined in Section 154.072(C) with the following exceptions:
    - *Surface.* The surface of parking areas, maneuvering lanes, and access aisle may be gravel, crushed concrete, or asphalt, or another similar surface. The applicant must provide evidence of methods to control dust and other potential nuisances from any non-paved surface with a site plan application.
    - *Pavement markings.* Any unpaved area is not required to be marked, but the applicant must demonstrate methods proposed to organize parking and traffic on the site.
    - *Minimum parking requirements.* One space shall be provided per employee or volunteer for the event, plus one space per four seats or anticipated event attendees. All parking for the permanent outdoor assembly use shall be provided on site, or through a shared parking agreement with an adjacent property that is filed with the site plan. On-street parking shall not be permitted to account for required parking spaces.
  + *Hours of operation:* All events shall end no later than 12AM. The Planning Commission may require events to end earlier, or allow them to extend later upon demonstration that there will be no adverse impacts on residential properties in the city.
* *Temporary structures.* Temporary structures used to support outdoor assembly activities are those with no foundation.
  + No portion of the structure may become unattached or move as the result of wind.
  + The temporary structure must be anchored to withstand a 30 pounds per square foot wind stress factor.
  + Temporary structures must be removed prior to expiration of the permit. Temporary structures must be removed at the end of a specific event and shall be appropriately maintained.
  + Temporary structures used to support outdoor assembly activities for which the permit is requested shall not be used to provide overnight shelter of any kind.
* *Event information.* All information required for short-term assembly uses must be addressed for each individual event on a site. The Zoning Administrator may waive short-term event requirements if they have been addressed for a 12-month period by the applicant during the special land use approval process.

***The City of Auburn wants to work with you to make your event a success! Please provide us with as much information as possible as early as possible in the process!***