



Town of Selma
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

ZONING PERMIT APPLICATION SPECIAL EVENT PERMIT

Pursuant to the Special Event Ordinance, an outdoor event involving a parade, procession, or assembly of persons or any outdoor event consisting of 250 or more persons is not permitted without a Permit. Staff shall review the request to ensure it meets the standards set forth in the ordinance. A Permit only demonstrates compliance with the Town of Selma Special Event Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits. Special Event Applications must be submitted 30 days prior to the event. Please do not advertise or assume approval of a Special Event Application until you have approval.

Special events generally require the Town's services. Events at public parks may or may not need to go through the Special Event Application process which is at the discretion of the Parks and Recreation Department. Applications and events are prioritized on a first-come, first-served basis and the Town may approve or disapprove the event's requested date based on availability of Town resources. Events that occur successfully on an annual basis will receive priority consideration the following year.

FEE: \$100.00 (CASH, CHECK, OR MONEYORDER)

PERMIT IS ONLY VALID AFTER BEING REVIEWED AND SIGNED BY ALL APPROPRIATE REVIEW AUTHORITIES LISTED AT THE END OF THIS FORM. PLEASE SUBMIT TO THE ATTENTION OF THE TOWNMANAGER

Event INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data may be found on the Johnston County GIS website <https://mapclick6.johnstonnc.com/mapclick/MapClick4/>

Development or Business Name: _____ Johnston County Tag #: _____

Property Address: _____

Dates of Operation: START DATE: _____ END DATE: _____

Estimated Attendance: _____

Detailed Description of Request (Use additional sheets if needed): _____

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

Completed by Staff:

Date Received: _____ Amount Paid: _____ Permit #: _____

ADDITIONAL EVENT INFORMATION

Hours use/event will take place, if applicable: _____

Are you requesting a road closure?

☐ YES ☐ NO

Are you requesting the closure of a public parking lot?

☐ YES ☐ NO

List the streets you are requesting to close and provide a road closure map that includes:

- All proposed locations for barricades, signs, and police or volunteers
- Clearly list all roads and public parking lots that you are requesting to close with a time
- Proposed locations for emergency access lanes (minimum 30' width) throughout the event site
- Describe planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.

Will amplified sound devices be used (microphones, megaphones, amplifiers, etc.)? ☐ YES ☐ NO

If Yes, describe: _____

Must comply with Selma Municipal Code Chapter 13, Article IV (attached)

Will trash/recycle cans be needed? ☐ YES ☐ NO

If Yes, then how many of each? _____

Will any shelters be set up or constructed specifically for the special event? ☐ YES ☐ NO

If Yes, describe and give dimensions: _____

*Fire inspection may be required for tents.

Will the event include mechanical rides, inflatables, or other similar attractions? ☐ YES ☐ NO

If Yes, then how many? _____

Will you be using Town of Selma electrical outlets? ☐ YES ☐ NO

Will any additional plumbing, mechanical, or electrical fixtures be needed? ☐ YES ☐ NO

If Yes, explain: _____

Will any mobile food vendors (i.e. food trucks) be used? ☐ YES ☐ NO (You will need to obtain additional mobile food vendor permits for food trucks)

If Yes, # of vendors and description: _____

Will alcohol be served? ☐ YES ☐ NO

*ABC permit required and police rental at the applicant's expense

What is the clean-up plan for the event?

*****Include a site plan (may be drawn as a sketch or drawn onto an aerial photo) showing the location of any temporary structures (such as tents), mobile food vendors (food trucks, concession stands), parking lot/roadways to be blocked, signs, off-street parking, traffic circulation, restrooms, lighting, sound amplification devices, storage areas, crowd control devices, and any other pertinent information.*****

The following items must accompany a Special Event Permit application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

APPLICATION CHECKLIST

Item	Yes	N/A
1. Permit Review Fee (\$100.00, cash check or money order, payable to Town of Selma)	<input type="checkbox"/>	
2. Additional Fees if necessary	<input type="checkbox"/>	
3. Completed and signed application	<input type="checkbox"/>	
4. Owner's Consent Form <i>Required if applicant is not the property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Plan (may be hand-drawn) showing location of proposed temporary structures, food vendors, blocked road/parking lots, signs, and any other important features.	<input type="checkbox"/>	<input type="checkbox"/>
6. Road Closure Map	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Town Manager to approve the subject Special Event Permit. I hereby certify that all activities will be carried out in compliance with the Special Event Ordinance and understand that violations will result in a fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma and will not be returned.

Print Name

Signature of Applicant

Date

REVIEW AUTHORITIES (OFFICE USE ONLY)

Submit application to Town Manager. Staff review determined by the Town Manager.

Parks & Recreation:

Approved: _____ Not Applicable: _____ Denied: _____

Director of Parks & Recreation (or designee)

Date

Conditions & Comments: _____

Fire Department:

Approved: _____ Not Applicable: _____ Denied: _____

Fire Chief (or designee)

Date

Conditions & Comments: _____

Police Department:

Approved: _____ Not Applicable: _____ Denied: _____

Police Chief (or designee)

Date

Conditions & Comments: _____

Public Works:

Approved: _____ Not Applicable: _____ Denied: _____

Public Works Director (or designee)

Date

Conditions & Comments: _____

Electric Department:

Approved: _____ Not Applicable: _____ Denied: _____

Electric Director (or designee)

Date

Conditions & Comments: _____

HELPFUL INFORMATION & CONTACTS

TIMING: Once a complete application and payment is received by the Town Manager, efforts are made to complete the review when possible. For requests requiring multiple departments to review, the timeframe may take up to two weeks. Please take this timeframe into consideration when submitting your application.

SUBMITTAL: Please submit the application with the timeframe noted above in mind. Review will not begin until a complete application with all required information is provided, along with the fee. The fee must be cash, check, or money order (payable to the Town of Selma). Credit cards are not accepted. Application may be delivered in person or mailed to the following address:

Town of Selma
114 N. Raiford St.
Selma, NC 27576

OTHER PERMITS REQUIRED: Note that depending on the scope of the activity, multiple agencies may need to be contacted for permits. This permit only covers review by Town of Selma authorities, with the exception of a Fire Inspection, which is a separate request with the Town's Fire Department, if required. Separate permits may be required from Johnston County Building Inspections (for example, for tents), Johnston County Environmental Health (for certain types of food service), or ABC Commission (for alcohol sales).

Department	Phone	Purpose
Town Manager	919-965-9841	Submittal of Permit, Questions about the Permit process, review of site layout
Selma Parks & Recreation	919-975-1411	To arrange for use of City Property, such as parks, gazebo, etc.
Town of Selma Police	919-965-8189	For Police assistance in traffic control, parking direction, route layout.
Selma Fire Department	919-965-2697	All tents associated with the temporary use permit shall comply with the North Carolina Fire Code.
Selma Public Works	919-965-9841	To make provisions for waste disposal.
Johnston County Building Inspections	919-989-5060	For building permits associated with temporary structures
ABC Commission (alcohol)	919- 779-0700	Permits to serve alcohol
Johnston County Environmental Health	919-989-5180	To apply for permits for sales of food



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AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)

(Address)

(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me, or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)

(Address)

(Owner's Signature)

(City, State, Zip)

AN ORDINANCE TO ADOPT A SYSTEM OF SPECIAL EVENT PERMITTING.

Whereas, that special events are a valued part of social life for the residents and visitors alike; and

Whereas, the Selma Town Council finds that it must balance the peaceful enjoyment of one's residence and the public health, safety, and welfare in relationship to the rights and interest of commercial activities that sustain and promote our local economy; and

Whereas, it is the intent of the Town Council to protect the rights of its citizens and guest to engage in protected free and expressive activities and yet provide for the least restrictive and reasonable time, place, and manner of regulation of those activities within the overall context of rationally regulating commercial special events that have an impact upon public facilities and services, and other residents and guest; and

Whereas, it is the purpose of the Town Council to establish a structured process for permitting of special *events* conducted by the private sector that use public streets, facilities or services or occupy, impact, or consume public resources as a result of the congregation of people and activities; and

Be It Ordained by the governing Body of the Town of Selma in Council duly assembled and by the authority of the same:

Section 1 Title

The provisions embraced within the following sections shall constitute and be known and may be cited as "The Special Events Ordinance" .

Section 2 Authority

The Special Event Permit is enacted pursuant to NCGS § 160A-174.

Section 3 Scope and Purpose

The purpose is to ensure that the Town and its residents and visitors will have adequate advance notice of a proposed non-Town sponsored special event and the cooperation of promoters, sponsors, organizers, and enablers in order to properly plan for a Town service such as public safety, sanitation, and traffic control.

By regulating special events frequency duration, intensity, time, place and manner, the City intends to strike this balance, and provide a predictable and coordinated process for applicants seeking to conduct a special event and abate the cost thereof. The cost to be recouped include, but are not limited to personnel, equipment, and supplies, sanitation, utilities, public facility maintenance and restoration and monitoring.

Nothing in this section shall be construed to prevent members of the public from assembling in public places for the purpose of making any speech or conveying any message to the public or to the government without holding a permit pursuant to this Section. Should any such person wish to assemble for such purpose and should they not holding a permit under this section, they shall not be prevented from doing so, provided they have complied with all other ordinances and law, if there be any, regulating such event or gathering and provided they are peaceable and not violation of any laws concerning public order.

Section 4- Applicability

Special events mean an outdoor event and can include:

1. Any organized formation, parade, procession, or assembly consisting of persons, and which may include animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls.
2. Outdoor music concerts, festivals, fairs, carnivals, or rallies which may be expected to have two hundred fifty (250) or more people in attendance.
3. Sporting events which require the use of temporary structures, including grandstands and tents which may be expected to have 3,000 or more people at one time.

Examples of special events include, but not limited to filming, concerts, parades, circuses, fairs, festivals, rallies, block parties, community events, mass participation, sporting competitions such as marathons, and running events, bicycle races or tours, fishing tournaments or spectator sports such as football, basketball, baseball and soccer games, golf tournaments, or boat races. Excluded are Town sponsored/organized events, funeral services and processions, lawful picketing on sidewalks, and demonstration that do not involve the use of vehicles, animals, fireworks, pyrotechnics, or equipment (other than sound equipment) provided that no fee or donation is charged or required for participation or attendance and the Town Manager's office is notified at least 48 hours in advance of the commencement of the demonstration.

4. The provision applies to all grandstands, stages, tents, or groups of tents and use of mechanical amusement rides.
5. This section does not apply to activities within a permanent facility specifically approved and permitted for the proposed activity.

Section 5- Permits required

1. Except as provided in this ordinance, no person may conduct, promote, sponsor, organize, or enable a special event as defined above, without having obtained a Special Event Permit from the Town.
2. Any applicant who desires to conduct, promote, sponsor, organize, or enables a special event is required to submit a complete application for a Special Event Permit to include without limitation a site plan depicting existing facilities and proposed temporary facilities, a description of all activities which will be conducted, dates, times and locations for proposed special event, and description of measures to be taken to ensure safety, health, and welfare of event goers as well as those in the surrounding community, as soon as possible prior to the schedule of the start of the event, but such application no more than 2 years, and no less than 45 days prior to scheduled start of the event.
3. Applications for a Special Event Permit are required to acknowledge the responsibilities of hosting said event as it pertains to safety and security of staff members and prospective attendees. The Town Manager's office may require the endorsement of the appropriate Town department which has professional knowledge of potential issues that may be predicted for each specific event under consideration. General areas of consideration and regulation without limitation include Security and Safety, Traffic Circulation, and Parking, Waste Disposal, Temporary Structures, Lighting, Medical, Location, Activities, Hours of Operation, History, and

Proximity to Residences, Churches, Schools and Other Special Events. Insurance and other posting of bond may be required as a conditioning of approval of the Special Event Permit.

4. The Town Manager may deny or revoke issuance of a Special Event Permit when among other things, the application contains a misrepresentation, false or misleading statement, evasion, or suppression of material fact, does not comply with all other applicable Town ordinances, when the event for which a permit is sought is unlawful or constitutes a public nuisance, or when the applicant has not provided an adequate traffic plan or traffic controls, an adequate parking plan, sufficient security, appropriate crowd control, health, safety or sanitation measures.
5. Any person aggrieved by the denial of issuance, or conditional issuance of a Special Event Permit by the Town Manager may appeal the decision to the Town Council by written request stating the reason thereof within ten (10) days after the notice of denial or conditional issuance is received.
6. The required permit must be displayed at the site in a conspicuous location for the duration of the event.

Section 6- Permit Fee

A permit application must be accompanied by the payment of thirty (\$100) fee. The fee requirement may be waived for events which occur solely for the benefit of and are solely sponsored and operated by, or in which the entire proceeds accrue to, a governmental entity or a nonprofit organization or entity. If due to inclement weather or other act of nature the entire event is cancelled the permit holder will not be required to repay these fees so long as the content and scope of the event remains the same and the event is rescheduled with the approval of the Town Manager.

Section 7- NC Building Code Enforcement

1. All electrical wiring must be installed in compliance with the provisions set of the National Electric Code and the Town's electrical code.
2. All tents and other temporary structures shall be erected in compliance with applicable provisions of the State Building Code and State Fire Prevention Code.
3. It shall be the responsibility of the applicant to provide for the collection of solid waste and litter. Separate containers may be required for the collection of recyclable materials. All solid waste, litter and recyclable materials shall be removed from the site within 24 hours following the event. For multiple day events, the grounds shall be maintained during each day of the event with no onsite accumulations which will create a nuisance or pose a health hazard.
4. Amusement rides must be operated in compliance with all local and state codes.
5. No event shall be conducted within the Town unless in compliance with applicable Town ordinances and applicable county and state laws, regulations, or requirements.
6. Prior to event, the applicant shall call for inspection to assure compliance with permitting conditions. If the Fire Chief or other city inspector finds that all permitting conditions have not been met, he shall notify the applicant indicating corrections to be made and then inspect the work apparatus without further charge. If extra inspections are required a charge of \$50 shall be made for each inspection.

Section 8- Penalties for violation

Any person who violates any provision of this Ordinance shall be guilty of a civil violation, and upon conviction shall be fined not to exceed two hundred (\$200) dollars. In the case of continuing violations, each day of violation shall constitute a separate offense.

Section 9- Severability

If any section, subsection, or part of this Ordinance shall be deemed or found to conflict with provisions of North Carolina law or other pre-emptive legal principal that section, sub-section, or part of this Ordinance shall be deemed ineffective, but the remaining parts of this Ordinance shall remain in full force and effect.

Section 10- Conflict with Preceding Ordinances

If a section, sub section or provisions of this Ordinance shall conflict with the provisions of a Section, Sub-Section, or part of preceding ordinance of the City, unless expressly so providing the proceeding section or part shall be deemed repealed and no longer in effect.

Done and Ratified in Council Duly Assembled this 10th Day of August 2021.

Byron James McAllister, Mayor

Dalton Larsen-Batten, Town Clerk