



# Special Event Permit Application

**REQUIRED:**

- A. \$35.00 permit fee
- B. Site plan showing layout of event and adequate parking spaces (based on 2 persons per vehicle)
- C. Copy of any form of public event advertisement
- D. ABC Limited Special Occasion Permit, if applicable\*

**EVENT DETAILS:**

Date: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Will alcohol be provided\*: \_\_\_\_\_

Location: \_\_\_\_\_ Public, business or private property: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**\*If the event includes the consumption of any alcoholic beverages, the permit may be issued only if the applicant demonstrates that any selling or distributing of the beverages on public property is not for profit and has secured all applicable permits and approvals required by the State of North Carolina at the time of submittal of the Special Use Permit Application. UDO §5.18(D)**

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Property Owner (if a business location)

<b>Approved:</b>	Permit #: SE- _____
_____	Date: _____ Method of Payment: _____
Town of Southern Pines Zoning Official	

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