



# Special Event on Privately Owned Property

Fee: \$50.00      Date Paid: \_\_\_\_\_      Permit #: \_\_\_\_\_

**REQUIRED:**

- A. \$50.00 permit fee upon application approval
- 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 Permit, if applicable\*

**EVENT DETAILS:**

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

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

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)

**APPROVED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Official

**PLANNING DEPARTMENT**  
**TOWN OF SOUTHERN PINES**  
 801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)