

COUNTY OF WASHINGTON
BOARD OF SUPERVISORS

APPLICATION FOR SPECIAL ENTERTAINMENT PERMIT

INSTRUCTIONS:

Applications for event permits shall be filed with the County Administrator no less than 45 days prior to the first day of the proposed event on forms to be provided by the county.

In addition to the county event permit, the applicant is responsible to obtain all permits required by other state and local agencies. State agencies that may require permits include the Virginia Department of Transportation if the event requires use of state-maintained streets, roads, or highways for parades, marches, or other such use, and the Department of Health if food service or camping will be offered. The foregoing is not intended to be a complete list of possible permit requirements. If any permit required by another agency is not obtained in compliance with such agency's requirements prior to the first day of the proposed event, any permit issued by the county shall be deemed null and void.

A permit issued pursuant to this chapter shall not be transferable without the approval of the County Administrator.

ORGANIZATION NAME: \_\_\_\_\_

INDIVIDUAL ORGANIZER OR APPLICANT'S NAME: \_\_\_\_\_

OFFICIAL MAILING ADDRESS OF ORGANIZER/APPLICANT [one mailing address only, please]:

Street Address or P.O. Box City State Zip Code Area Code & Telephone No.

Email address

NATURE OF ORGANIZATION: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS OF PROPERTY OWNER:

Street Address or P.O. Box City State Zip Code Area Code & Telephone No.

Email address

IF THE MAXIMUM NUMBER OF PERSONS THAT WILL BE ALLOWED TO BE PRESENT ON THE PROPERTY AT THE SAME TIME DURING THE EVENT EXCEEDS 500 OR IF THE EVENT WILL INCLUDE OVERNIGHT STAYS IN LODGING OR CAMPING, THE APPLICATION SHALL INCLUDE PLANS FOR THE FOLLOWING:

- VEHICULAR PARKING AREA AND A CALCULATION OF AREA REQUIRED FOR PARKING BASED ON ONE VEHICLE PER EVERY TWO PERSONS AT MAXIMUM OCCUPANCY;
TRAFFIC MANAGEMENT PLAN;
CAMPING AREA, IF ANY, AND A CALCULATION OF AREA REQUIRED FOR CAMPING BASED ON MAXIMUM NUMBER OF CAMPING UNITS TO BE ALLOWED;
LODGING PLANS OTHER THAN CAMPING;
PROVIDING SUFFICIENT FOOD, DRINKING WATER AND CLEANING STATIONS TO ATTENDEES;
TRASH REMOVAL, INCLUDING THE PLAN OF FREQUENCY FOR SUCH REMOVAL,
SANITATION FACILITIES AND SEWAGE REMOVAL;
A SITE PLAN TO SHOW TRAFFIC FLOW, INCLUDING PARKING, AND DESIGNATION OF AREAS FOR ACTIVITIES, FOOD SERVICE, TRASH AND SANITATION FACILITIES, CAMPING, LODGING, AND SUCH OTHER INFORMATION AS MAY BE REQUIRED BY THE ADMINISTRATOR; AND

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ANY ADDITIONAL INFORMATION AS DEEMED NECESSARY AND APPROPRIATE BY THE COUNTY ADMINISTRATOR. (ORD. NO. 2022-09, § 3, 12-13-2022)

THE UNDERSIGNED PROPERTY OWNER HEREBY CERTIFIES THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

\_\_\_\_\_ DATE \_\_\_\_\_  
Property Owner

THE UNDERSIGNED APPLICANT HEREBY CERTIFIES THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

\_\_\_\_\_ DATE \_\_\_\_\_  
Applicant

**MULTIPLE EVENT PERMIT.**

A SINGLE APPLICATION MAY BE SUBMITTED FOR MULTIPLE EVENTS OF A SIMILAR NATURE TO BE HELD AT THE SAME LOCATION AT SPECIFIED SCHEDULED TIMES WITHIN NO MORE THAN ONE CALENDAR YEAR, JANUARY 1 THROUGH DECEMBER 31. THE MULTIPLE EVENT PERMIT APPLICATION SHALL INCLUDE PLANS FOR RESCHEDULING OR CANCELLATION DUE TO UNFORESEEN CIRCUMSTANCES.

(ORD. No. 2022-09, § 3, 12-13-2022)