



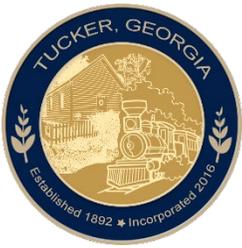
Planning and Zoning  
 1975 Lakeside Parkway  
 Suite 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Website: www.tuckerga.gov

# Special Administrative Permit – Temporary Outdoor Events

## Instructions

The Planning and Zoning Director is authorized to consider and grant or deny a special administrative permit per Section 46-1664 of the City of Tucker Zoning Ordinance. If you wish to seek a special administrative permit for a temporary outdoor event, you may submit an application at any time to the City of Tucker. Written decisions regarding a complete application will be issued within 30 days.

REQUIRED ITEMS	CHECK <input type="checkbox"/>
<b>Special Administrative Permit</b> —Provide one copy of the original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the special administrative permit by the applicant on their behalf.	<input type="checkbox"/>
<b>Details</b> – Provide a document containing the following: <ul style="list-style-type: none"> <li>• List of items used for event (display tables, tents, chairs, shade structures, etc.)</li> <li>• Description of music, loud speakers, etc.</li> <li>• Description of parking plan and/or traffic mitigation plan</li> <li>• Description of security and or public safety plan</li> </ul>	<input type="checkbox"/>
<b>Building Permit</b> – Submit building permit application to the Community Development Department for review and approval. **A building permit is required for tents over 5,000 sq.ft.	<input type="checkbox"/>
<b>Temporary Sign Permit</b> – Submit temporary sign permit application to the Community Development Department for review and approval.	<input type="checkbox"/>
<b>Site Plan</b> – Provide one copy of a scaled site plan detailing the proposed location and layout of all event elements on the property	<input type="checkbox"/>
FEES	
Special Administrative Permit Fee	\$100



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APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Parcel ID:	Zoning:	
Land District:	Land Lot(s):	Acreage:
EVENT INFORMATION		
Event Location:		
Event Date(s):	Event Hours:	
Expected Number of Attendees:		
Will there be a tent at the event: <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, size:	

**APPLICANT'S CERTIFICATION**

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION.

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Signature of Applicant

Date

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Type or Print Name and Title

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Signature of Notary Public

Date

Notary Seal



## **Sec. 46-1227. Temporary outdoor events.**

Temporary outdoor events may include temporary art shows, carnival rides, special outdoor social or religious event, entertainment, athletic events, rodeos, horseshows, and other events of community interest.

(1) *Use regulations.* Temporary outdoor events shall be governed by the following regulations:

- a. Site conditions.
  1. Employees shall be uniformed and identified.
  2. Security or off-duty police officers shall be on-site during operating hours.
  3. Portable toilets or access to bathrooms shall be provided.
- b. If the temporary outdoor event involves structures that require issuance of a building permit, a site plan of the event shall be included with the building permit application. The site plan submittal required by article VII of this chapter shall indicate compliance with all requirements of this chapter.

(2) *Lot and parcel restrictions.* Temporary outdoor event activities shall be set back at least 100 feet from any residential district or use.

(3) *Temporary sites for worship.* The establishment of sites and tents for temporary worship conducted on a site not designated as a place of worship requires the grant of a special administrative permit by the planning and zoning director.

(Ord. No. 2016-06-07, att. (4.3.5), 7-11-2016; Ord. No. O2020-03-07 , exh. A, 3-23-2020)