



**BEDFORD COUNTY APPLICATION FOR
OUTDOOR GATHERING TEMPORARY USE PERMIT**

(PLEASE PRINT INFORMATION)

APPLICATION MUST BE SUBMITTED AT THREE (3) WEEKS PRIOR TO THE EVENT

PARCEL INFORMATION:

Tax Map #: _____
Subdivision: _____
Section: _____ Lot _____
Street Address: _____

ZONING: (to be completed by Staff)

Parcel ID (RPC): _____
Zoning District: _____
Magisterial District: _____ Election District: _____
Overlay District(s): _____
Acreage of Parcel: _____

PROPERTY OWNER INFORMATION:

Name: _____
Address: _____
Phone #: _____
Mobile #: _____

EVENT SPONSOR INFORMATION:

Name: _____
Address: _____
Phone #: _____
Mobile #: _____

DIRECTIONS TO SITE FROM BEDFORD CITY:

CURRENT USE ON PARCEL:

TYPE OF GATHERING:

1. Church functions and County-sponsored events are exempt. Private events with less than five hundred (500) people throughout the course of the event **or** less than two hundred and fifty (250) people at any time are exempt.

2. **The following information is required to be submitted with the application:**

Sketch of the proposed gathering and event layout planned on the property to include the following:

- a. Distances from proposed events to property lines.
- b. Adequate provisions for sanitation facilities, garbage and trash collection and disposal, and facilities for providing food, water, and lodging for persons at the gathering shall be provided.

122 EAST MAIN STREET, SUITE G-03, BEDFORD, VA 24523 (540) 586-7616, FAX (540) 586-2059

- c. Adequate on-site parking shall be provided for all employees and patrons of the gathering. The parking layout shall be determined in advance of the festival, adequately marked on the site and shall be supervised during the festival in such a manner as to provide safe and convenient access to all patrons and employees, and to accommodate emergency service vehicles.
 - d. Any off-site parking must be accompanied by a brief narrative stating how event attendees will be transported to and from the event site (e.g. shuttle), and written permission by the property owner if different from the event site owner.
 - e. Adequate off-site circulation and traffic controls to provide safe ingress and egress to the gathering without burdening the existing road network or substantially disrupting the normal flow of traffic.
3. The sponsors shall coordinate adequate medical facilities, traffic management, fire protection, and security of the site with the applicable agencies.
 4. Any lighting installed for the gathering shall be directed away from adjoining properties and public rights-of-way, and shall not exceed one foot candle measured at the property boundary of the site.
 5. The level of any music and other noise created by the gathering shall be directed away from any adjoining residence and may be specifically limited by the board of supervisors.
 6. Fee of \$50.00. Methods of payment accepted are cash or check.

SPECIFIC INFORMATION

EVENTS ON SITE:

Total number of people expected to attend? _____

What dates will the gathering occur? _____

What specific events will be offered?

What specific displays and/or entertainment will be offered?

Will inflatable or mechanical amusement attractions be present?

If "yes", has the Building Department been contacted for a timely inspection of the device(s)?

Will alcohol be allowed or served on site? _____
 If "Yes", the zoning permit can not be issue without a permit from the Virginia Department of Alcoholic Beverage Control. Please provide a copy of the permit.

STAFF WILL EMAIL THE APPLICATION TO THE FOLLOWING AGENCIES TO FACILITATE COORDINATION AND COMMUNICATION BETWEEN EVENT ORGANIZERS AND AFFECTED PUBLIC AGENCIES.

Sheriff's Office _____

Fire and Rescue Department _____

Health Department _____

Virginia Department of Transportation (VDOT) _____

The undersigned owner/applicant does hereby agree and certify that the information given is true. The owner/applicant further agree to abide with the terms of compliance.

Printed Name of Owner/Applicant _____

Signature of Owner/Applicant _____

Date _____

OFFICE USE ONLY

_____ Application	_____ Sketch	_____ Fee
Received by: _____	Date Received: _____	
Date entered in system: _____	Entered by: _____	
Project#: _____	Zoning Use Approval #: _____	