

GWINNETT COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT

446 West Crogan Street, Suite 300 | Lawrenceville, GA 30046-2440 678.518.6000 GwinnettCounty.com

TEMPORARY OUTDOOR ACTIVITY APPLICATION PACKET

For any Temporary Outdoor Activity Application, the following documents should be completed and submitted to P&D-PlanningZoning@GwinnettCounty.com. An incomplete application will be rejected. See Chapter 265 Temporary Outdoor Activity Uses of the Gwinnett County Unified Development Ordinance for more information.

| | Temporary Outdoor Activity Application (Page 2). |
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| | Site Plan that conveys the proposed outdoor activities, including the parcel boundary, location of event activities, parking, and proposed temporary structures with measurements and square footage. |
| | Occupation Tax Certificate issued by the Gwinnett County Licensing and Revenue Office. |
| | Property Owner Written Permission that includes the property owner's name, and contact information. |
| | \$100 Permit Fee (Fees will be invoiced once the application is deemed complete). |
| Ad | ditional Exhibits (if applicable): |
| | Approved Temporary Sign Permit, for any proposed temporary signs. |
| | Approved Tent Permit, if the applicant proposes tent(s) larger than 400 square feet or canopies (no sides) larger than 700 square feet. |
| | Approved Building Permit, if the applicant proposes temporary structures (stage, shed, etc.). |
| | Approval from Georgia Environmental Health Department, if food will be served. |
| | Approved Alcohol License , if alcohol will be served at the event. Alcohol licenses are issued by the Gwinnett County Licensing and Revenue Office and require 45 days to review. This application should be submitted after the Temporary Outdoor Activity Permit is issued. |



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TEMPORARY OUTDOOR ACTIVITY APPLICATION

| SITE INFORMATION | | | | |
|--|---------|--------------|--|--|
| Site Address: | | | | |
| Site Acreage: Zoning Di | strict: | - | | |
| BUSINESS INFORMATION | | | | |
| Business Name: Business Type: | | | | |
| Gwinnett County Business License Number: | | | | |
| APPLICANT INFORMATION | | | | |
| Applicant Name: Company Name: | | | | |
| Phone Number: Email Add | | | | |
| TEMPORARY OUTDOOR ACTIVITY INFORMATION | | | | |
| Event Name: | | | | |
| Dates of Event: Time of Event: | | | | |
| Event Description: | | | | |
| | | | | |
| Event Type: ☐ Outdoor Sales ☐ Outdoor Events (filming, 5K run, public assemblages, etc.) ☐ Outdoor Holiday Activities (pumpkin sales, Christmas tree sales, firework sales, etc.) ☐ Mobile Food Service Units | | | | |
| Will food be served at this event? | □Yes | □No | | |
| Will alcohol be served at this event? | ☐ Yes | □No | | |
| Will there be temporary signage? | ☐ Yes | □No | | |
| Will this event require a noise permit? | ☐ Yes | □No | | |
| Will there be a tent at this event? | ☐ Yes | □No | | |
| If so, how many? how larg | e?x | feet | | |
| | | | | |

- The site will be properly maintained and cleaned during and after the event.
- Activities will not disrupt controlled vehicular ingress and egress, pedestrian movement, and parking.
- No display will be erected or installed, nor will any activity take place, within 50 feet of right-of-way.
- No operator, employee, or representative of the operator will solicit directly from the motoring public.
- All temporary signage will meet the requirements of the Gwinnett County Sign Ordinance.

| Applicant Signature: | Date: |
|----------------------|-------|
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