



Fire Marshal Division

1005 Edwards Brother Drive
Lillington, NC 2756
910-893-7580

Application for Tent/Canopy Permit

Application# _____ Date: 6 / 10 / 19

Applicant: Lillington Chamber of Commerce / Janice Arnold

Billing Address: 106 W. Front St.

City Lillington State NC Zip 27546

Contact Phone # (919) 414-0259

Location of Tent/Canopy: East Front St. in Lillington

City _____ State _____ Zip _____

Set-up Date 9 / 27 / 19 Completion Date 9 / 28 / 19

* Approximately 80 Vendor Tents (10 x 15) and one stage tent (10 x 20)

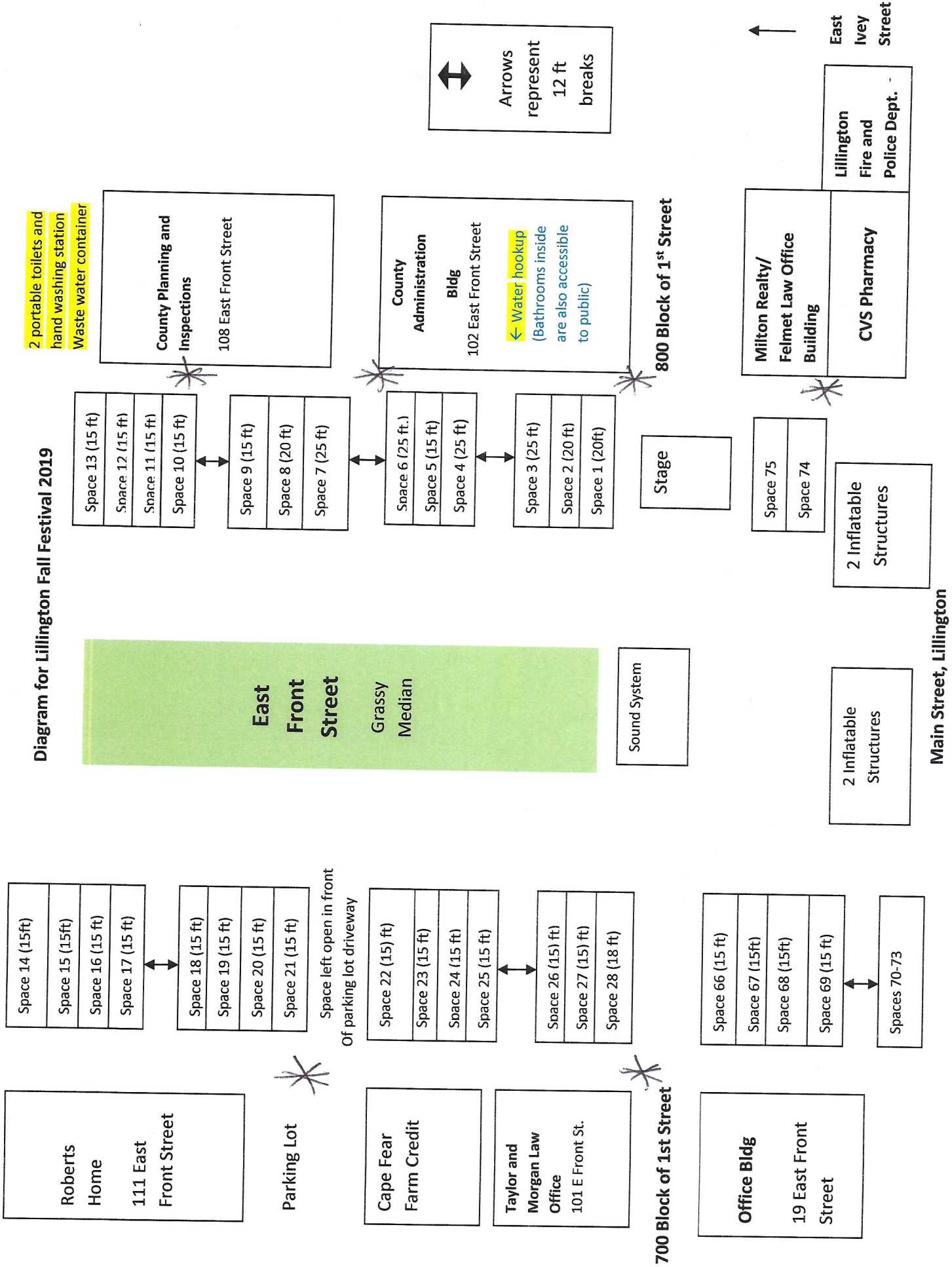
This application must be completed and returned to Central Permitting, prior to the issuance of the permit. A site inspection will be conducted to verify compliance. Please allow (7) working days for processing. There will be a permit fee assessed for the tent(s). Permit fees shall be paid after reviewed has been completed. The following items are required to be submitted with this application:

- 1 Site plan showing location of tent/canopy on property and distance from buildings.
- 2 Number of tents/canopies including dimensions of each and whether the tent will be equipped with enclosed sides.
- 3 Proposed use of each tent/canopy.
- 4 Flame resistant certificate for each tent/canopy.

Janice Arnold / Lillington Chamber 6 / 10 / 19
Applicant Signature Date

(910) 893-3751

Diagram for Lillington Fall Festival 2019



2 portable toilets and hand washing station
Waste water container

Arrows represent 12 ft breaks

Water hookup (Bathrooms inside are also accessible to public)

800 Block of 1st Street

East Ivey Street

Main Street, Lillington

Space 14 (15ft)
Space 15 (15ft)
Space 16 (15 ft)
Space 17 (15 ft)

Space 18 (15 ft)
Space 19 (15 ft)
Space 20 (15 ft)
Space 21 (15 ft)

Space left open in front of parking lot driveway

Space 22 (15 ft)
Space 23 (15 ft)
Space 24 (15 ft)
Space 25 (15 ft)

Space 26 (15 ft)
Space 27 (15 ft)
Space 28 (18 ft)

Space 66 (15 ft)
Space 67 (15ft)
Space 68 (15ft)
Space 69 (15 ft)

Spaces 70-73

Roberts Home
111 East Front Street

Parking Lot

Cape Fear Farm Credit

Taylor and Morgan Law Office
101 E Front St.

700 Block of 1st Street

Office Bldg
19 East Front Street

County Planning and Inspections
108 East Front Street

County Administration Bldg
102 East Front Street

Milton Realty/Felmet Law Office Building
CVS Pharmacy
Lillington Fire and Police Dept.

Stage

Space 75
Space 74

2 Inflatable Structures

2 Inflatable Structures

East Front Street
Grassy Median

Sound System

Diagram for Lillington Fall Festival 2019 (Page 2)

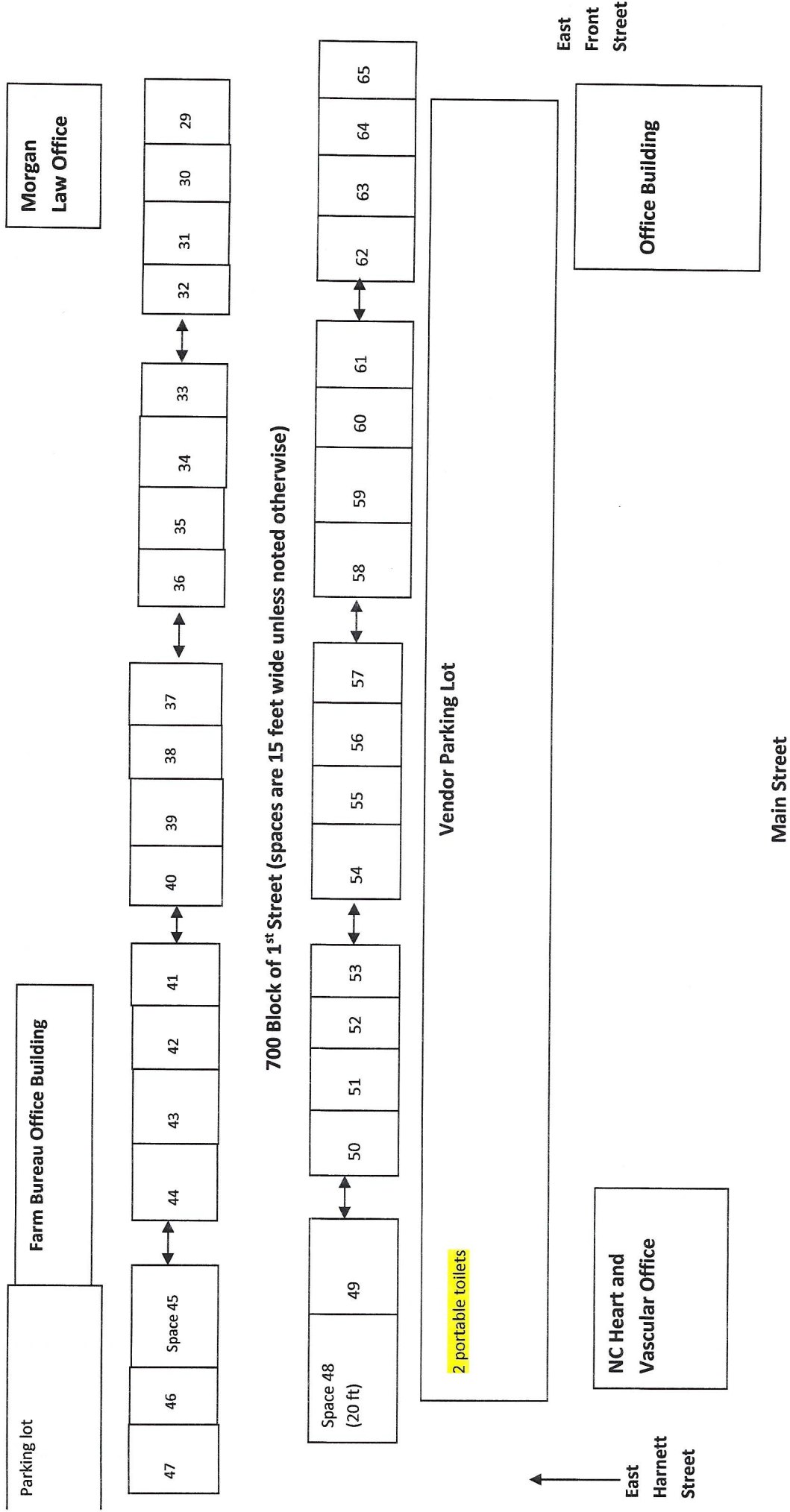
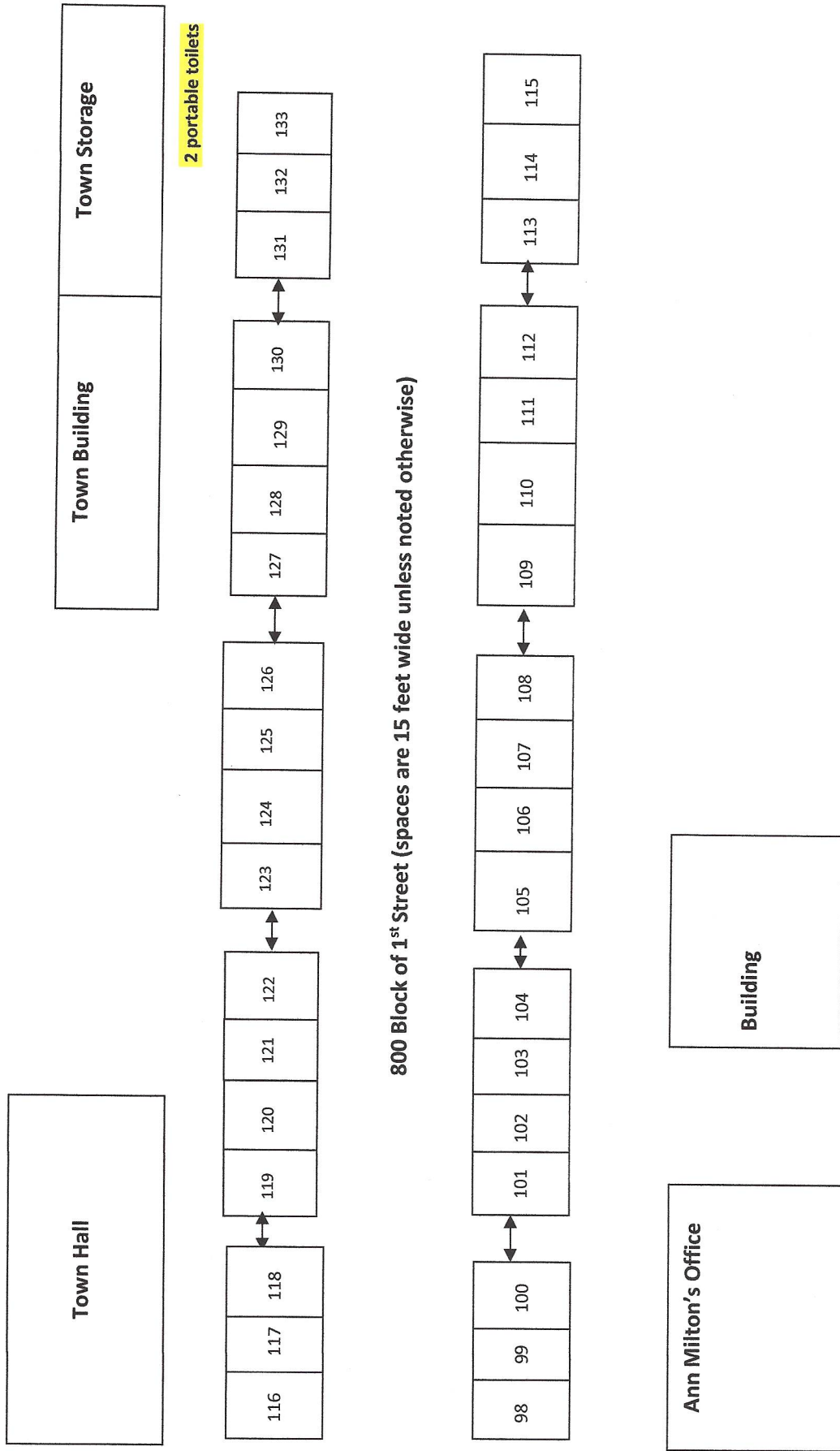


DIAGRAM FOR CAPE FEAR FEST 2019 (Page3)



Front Street

Main Street

Ivy Street

2019



TOWN OF LILLINGTON ZONING PERMIT (TEMPORARY USE/SPECIAL EVENTS) APPLICATION

Planning & Inspections Department
102 East Front Street, PO Box 296 Lillington NC 27546
• phone 910-893-0311 • fax 910-893-3693
lillingtonnc.org

TEMPORARY USE/SPECIAL EVENT INFORMATION:

Name of Use/Event: Cape Fear Fest

Proposed Location: See attachment Roving Event Stationary Event

Date & Time of Set Up & Take Down: Begins 9/28/19 10:00 am Ends: 9/28/19 4:00 pm Rain Date: ---

Business Name/Organization: Lillington Chamber of Commerce

Address: 106 W Front St.

City: Lillington State: NC Zip: 27546

Contact Person: Janice Arnold Phone: 919-414-0259 Email: Contact@lillingtonchamber.org

Event Type: Non-profit Individual Residential Non-Residential

Is this event open to the public? Yes No 893-3751

Is the event proposed on public property? Yes No

Type of Temporary Use/Event: Bazaar/Festival Produce Sales* Construction Office* Other Carnival Seasonal Sales* Sales Office* Contractors Office* Race Large Event*

*See Section 3.11.3 for specific requirements for these uses.

Please describe the temporary use/event in detail (attach additional information if necessary): This event is our annual street fair. It will include vendors, music, exhibits, etc.
10:00 am - 4:00 pm Street Fair - First Street (700 + 800 BK)

Set up for event will begin @ 7:00 AM on the 28th. Road Close @ 6:00 AM.

Please describe the targeted audience, number of people expected, etc.: Lillington Community + surrounding Area (Harnett County)

ELECTRIC GENERATORS:

Will electric generators be used as part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

If so, what is the anticipated load: _____
• Generators must be sized to handle load.

AMPLIFIED SOUND:

Will there be amplified sound as part of this event: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

If yes, please describe the system to be used: _____

Sound System Provider Name: _____

Telephone Number: _____

MOWING REQUESTED:

If this is a public site, is grass mowing needed: Yes No (IF NO PLEASE PROCEED TO NEXT SECTION)

EXTRA TRASH RECEPTICALS:

Are extra trash receptacle needed for this event: Yes No

If yes, please indicate what is needed for this event: Roll-out carts Recycle Bins

STREETS/PARKING LOT INFORMATION:

Will a street or parking lot be closed as part of this request: Yes No

If yes, what street is requested to be closed: 1st + 2nd Block of Front St, 700 + 800 Block of 1st St.

Beginning closing: _____ End Closing: _____

- Indicate closing on attached sketch plan. Official Board of Commissioner action is required for approval.

LIABILITY INSURANCE:

Liability insurance may be required for some special events or activities to be determined by the Town of Lillington Parks & Recreation Department.

ADDITIONAL SUBMITTAL INFORMATION:

Permit Requirements

All applications for a temporary use/special event zoning permit shall provide the following information in addition the information provided in this application:

Per Section 3.11.3 of the Lillington UDO the following Temporary Uses/Special Events have specific requirements:

- Produce Sales, Seasonal Outdoor Sales & Other Similar Uses:
 - Such temporary uses shall not exceed 90 consecutive days and no more than 2 events per calendar year. Hours of operation shall be limited to 7:00 AM – 10:00 PM.
- Contractor's Office and Equipment/Storage Sheds:
 - Contractor's office and/or equipment/storage sheds may be placed in any district temporarily on the site of construction of a development for which plans have been approved.
 - All such equipment shall be removed upon completion of development.
- Real Estate Office in a Construction Trailer or Temporary Modular Unit:
 - One temporary structure, such as a construction trailer or temporary modular unit may be used as a real estate sales office in any new construction project in any district. Such a temporary structure shall be used for the sale of units within that project only. Temporary real estate offices in construction trailers or temporary modular units may remain on the site until the development completion date.
- Real Estate Office in a Model Home: A model dwelling may be used as a real estate sales office in a new residential development in any District. Such a model home/sales office may be used for the sale of units within that project only.
- Large Events (Bazaars, Festivals, Carnivals, Fairs, Circuses, Concerts & Similar Outdoor Gatherings with the total anticipated assembly of 3,000 or more people and duration of 2 or more days per calendar year on an individual parcel or site). The following information is required as part of the application process a minimum of 30 days prior to the planned event:
 - Anticipated attendance, including previous attendance figures;
 - Anticipated number of days needed to prepare location for use;
 - Means of activity containment (i.e. fencing, security, etc.);
 - Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Lillington Police Department;

- _____ Proof that the property on which a temporary use/special event is proposed contains sufficient space to support the temporary use/special event.
- _____ Adequate parking plan to support the proposed temporary use/special event.
- _____ Location of restroom facilities, if needed.
- _____ Location of trash receptacles
- _____ The location of parking and/or loading.
- _____ The location and dimensions of driveways.
- _____ Location and size of any tents/tables/exhibits
- _____ Seating locations
- _____ All other event activities (rides, food trucks/preparation, etc.)
- _____ Location of fireworks staging area (if applicable)
- _____ Means of activity containment (i.e. fencing, security, etc.);
- _____ Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Lillington Police Department (large events only);
- _____ Location of temporary signage;
- _____ Existing land uses of all adjacent properties;
- _____ Location and method of site lighting;
- _____ Adequate access for emergency vehicles;
- _____ Applicant is responsible for obtaining all other applicable permits, such as building permits, ABC licenses, and health department approval. Proof of application for these permits must be submitted with the zoning permit application.
- _____ Such other information as may be necessary for determining whether the provisions of the Unified Development Ordinance are being met.

SIGNATURE:

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Lillington or a contractor on behalf of the Town to conduct a site inspection to insure compliance to this application. I also understand that this Zoning Permits for a Temporary Use/Special Event shall last only as long as that time period stated in this application. A final inspection is required for all permits issued by the Town of Lillington. To schedule an inspection, please call 910-893-2654.

I understand that I and/or the sponsoring organization are responsible for:

- Securing additional permits and certificates as indicated in this application;
- Coordinating with agencies other than the Town of Lillington as indicated in this application;
- Notifying the Town of Lillington about any changes, additions, deletions, and/or modifications to the event as described above no later than three weeks before a large or roving event and one week before a small event.
- Providing handicapped access to activities that are open to the public;
- Having an event planner on site at the beginning of set-up through the duration of the event;
- Informing vendors about regulations and requirements in the Town of Lillington and rules and regulations by other agencies with jurisdiction over activities at the event; and requirements and restrictions for this event prior to arriving at the event venue;
- Settling disputes about locations or other event related matters between vendors;
- Ensuring access of emergency and service vehicles to event venues and activities;
- Coordinating permission with private property owners if a privately-owned location will be used for event activities;
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event;

x Janice Arnold Janice Arnold 6/14/19
 Applicant Print Name Applicant Signature Date

FOR TOWN OF LILLINTON USE ONLY

_____ Approval _____ Denial Permit Number: _____

Administrator's Signature: _____

Date: _____

Reason for Denial: _____

