



Special Event Permit Application

Version 2023.0522

Planning & Zoning Administration
 174 E. King Street, P.O. Box 351
 Strasburg, VA 22657
 (540) 465-9197 ext. 127

		Permit #	
Applicant Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Property Owner Information			
Name		Company name	
Address		City/State	Zip Code
Email		Phone	
Event Information			
Address		Right-of-way information	
Dates and times of event			
Right-of-way information			
Will the event take place along the right-of-way?		Will the event require road closures?	
Applicant Signature			Date
Staff Notes			
The following is for a Special Event Permit Application submission (as applicable)			
<ol style="list-style-type: none"> 1. Application for Special Event 2. Application fees paid 3. Advertisement materials 4. Provision for sanitation facilities/garbage disposal 5. Certificate of Liability Insurance naming the Town of Strasburg as certificate holder (for events on Town Property) 6. Plan to mitigate pedestrian/vehicular traffic, parking, and/or noise 7. Requests for the provision of in-kind services by Town of Strasburg 8. Dates of acquisition for other relevant permits (VDOT, ABC, Shenandoah County Building Inspections, etc.) 9. Map that displays the layout and location of event to include location of road closures 10. Property owner Letter of Consent (if not on the Town's or applicant's property) 11. If the event includes the use of the Town Pool or a Park Pavilion, additional town rental applications are required. 			



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Ordinance language on Special Events

6.13 Special Events

6.13.1 Purpose

- A. Provide for the temporary use of land or buildings for special events in a manner consistent with its normal use and beneficial to the general welfare of the public;
- B. Protect nearby property owners, residents and businesses from special events which may be disruptive, obnoxious, unsafe or inappropriate given site conditions, traffic patterns, land use characteristics and the nature of the proposed use;
- C. Preserve the public health, safety and general welfare; and
- D. Provide that all costs associated with fulfilling the requirements of this section shall be the responsibility of the Applicant or landowner requesting the special event.

6.13.2 Guidelines

- A. The guidelines shall ensure that the special event shall not materially endanger the public health and safety, shall be in harmony with the area in which it is located, and shall not unreasonably disrupt or interfere with the flow of traffic or the rights of adjacent or surrounding property owners.
- B. Except as provided in this section, events where the number of expected attendees is less than fifty (50) persons does not need to apply for a permit
- C. Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council.
- D. Permits for Special Events where the number of expected attendees is two hundred and fifty (250) or more persons shall be reviewed by the Town Council. The Town Council shall grant or deny such permit not later than the next scheduled regular Town Council meeting.
- E. Any event that is expected to be in violation of the noise ordinance, or is likely to disrupt pedestrian/vehicular traffic may be subject to these regulations regardless of the expected attendees.
- F. Annually occurring events that have been held continuously for more than five (5) years as of January 1st 2016, are excepted from Town Council's review, but are still subject to review by the Zoning Administrator. If the current hosting party changes, if the event is not held for one calendar year, or if the event is found to be in violation, this exception will be voided.
- G. All local or state permits or licenses otherwise required shall be obtained before the special event permit is issued, and the event shall comply with all applicable County and State sales tax and other laws, rules and regulations.
- H. The permit may impose conditions limiting the hours and duration of the event, preventing disruption of adjacent uses, and assuring removal of litter caused by the event at no expense to the Town.
- I. If the permit Applicant requests the Town to provide extraordinary services or equipment or if the Town Manager otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the Applicant shall be required to pay to the Town a fee sufficient to reimburse the Town for the costs of these services. This requirement shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred.
- J. Adequate parking and parking areas as determined by the Zoning Administrator. Under no circumstances shall parking be permitted in the public rights-of-way. Parking may be provided off-site with advance written consent of the affected landowner and review and approval by the Zoning Administrator.
- K. All requirements of public safety and health authorities shall be met. These standards include proper food and beverage safety, the provision of an adequate potable water supply and adequate provisions for the disposal of solid waste and wastewater, and planning for the provision of security and emergency medical services.
- L. The site shall be left free of debris, litter or any other unsightly evidence of the use upon completion or removal of the use and shall thereafter be used only in accordance with the applicable provisions of the zoning regulations. All improvements made to the property in conjunction with the special event shall be promptly removed upon the cessation of the event. A cleanup bond may be required.



Please complete this form with your Special Events application. Please fill in all blanks. If something is not applicable, write "N/A". Special events are regulated by the Strasburg Unified Development Ordinance (UDO), Section 6.13, *Special Events*. A copy of UDO Section 6.13 is attached behind this questionnaire, and by signing, you acknowledge receipt.

Printed Name of Applicant/ Responsible Person _____ Signature of Applicant _____ Date _____

Name of Event _____ Address of Proposed Event _____

Email address _____ Phone number _____

Website _____ Social media _____

1. Does the organizer own the site?

Own Rent

Note that events on Town Property or rights-of-way (ROW) require a Certificate of Insurance listing the Town of Strasburg as additionally insured.

2. Event Description

Please describe the event's purpose and nature, what will happen on site, how much noise, light, traffic and other effects are generated, etc.

What is the event's alternate or rain date? _____

How many attendees do you anticipate? _____

Note Section 6.13.2 B, C, and D regarding review process.

- Please provide the event schedule on a separate sheet, to include times for all steps starting with set-up, the event itself, and breakdown and recovery.
- Provide any promotional materials, brochures, flyers, etc.



3. Food and Entertainment

Will you have or allow alcohol? Yes No

If yes, please describe.

Food truck(s)? Yes No

If yes, please describe. Include number of trucks. Vendors will need a review prior to acceptance.

Live music or sound of any kind, amplified or otherwise? Yes No

Noise ordinance and quiet hours apply. (Town Code Chapter 38, Article II)

Light, laser, drone, or fireworks shows? Yes No

First responder review may be required.

Other structures? Yes No

Large tents exceeding 900sf in area, inflatable amusements of any kind, mechanical rides, or generators will need inspections from Shenandoah County Building Inspections.



4. Site and Logistics Considerations

How will parking be handled?

How will trash be handled?

What Town resources do you request?

Requests are subject to availability and other factors and are not guaranteed.

- Police? _____
- Public Works? (Town property only) _____
- Cones or barricades? (include # of cones) _____
- Other? _____

Do you propose a street or intersection closure of any duration? Yes No

If yes, please describe. Does not include running or walking events on Town streets.
 Additional lead time is needed for VDOT review if you propose closing US Route 11 or State Route 55.

If your event is stationary, please provide an event layout plan with the following:

- Property lines
- Existing structures
- Proposed tents, tables, vehicles, activities, sports/ games, podiums, stages etc.
- Other assembly areas
- Parking areas
- Fences and barricades, if applicable

If your event is a walk or run, please see also Part 5.



5. Fill out this section for Walking and Running Events Only

If this is a walk or running event, what pre- or post event activities are proposed?

Do you need the Riverwalk gates unlocked?

Yes No

If so, what time? _____

Provide a route map with the following information:

- Directions of travel
- Police or volunteer control points
- Location of cones
- Registration tables or tents, first aid and refreshment stations, presentation podium or stage
- Street closures, how ever short or temporary, including duration
- If the event includes stationary activities or events, See also Part 4.

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