

**ZONING PERMIT SUBMISSION REQUIREMENTS
FOR TEMPORARY USES/ SPECIAL EVENTS APPLICATIONS**

(Answer on a separate piece of paper)

- Identify the number of attendees at the event.
- Provide a copy of the contract with the property owner if the property owner did not sign the permit application.
- Provide a site plan or plat that shows the parking area and number of parking spaces. Identify ingress/egress to a public street for attendees and emergency vehicles. Show the location of all proposed and existing structures on property to include tents, tables, inflatables, etc. and provide all distances to the property lines.
- Identify the number of sanitary facilities available to guests. If port-a-johns are to be used, provide a copy of the contract which specifies the number of port-a-johns to be on-site.
- If amplified music is provided, sound levels may not exceed allowable levels permitted in the Zoning Ordinance.
- Contact the Office of Emergency Management, the Special Events Coordinator. On online form will need to be completed and submitted. The form can be found at www.loudoun.gov/events. The phone number is 703-737-8919
- Contact the Loudoun County Sheriff's Office to determine if deputies will be required to contract for your event. Provide a copy of the contract.
- Please contact the Fire Marshal with questions about tents. 703-737-8600
- **PLEASE NOTE**
Authority for Reasonable Conditions of Approval. The Zoning Administrator may impose reasonable conditions necessary to mitigate potential adverse impacts on existing uses and adjoining properties, and to protect the public health, safety and general welfare of citizens. Additional information may be requested to include provisions for adequate parking, storage, and lighting; provisions for security, traffic safety, fire; conditions limiting hours of operation; and any other health and safety concerns the Zoning Administrator may deem necessary. In addition, the Zoning Administrator may require the posting of a bond to ensure timely removal of structures and materials and restoration of the area.

Phone List:

Building and Development: 703-777-0220, fax 703-771-5522

Health Department: 703-777-0234

Fire and Rescue: 703-777-0333

Fire Marshal 703-737-8600

VDOT: 703-737-2000

Special Events Coordinator: 703-737-8919