



## TEMPORARY OUTDOOR ACTIVITY APPLICATION PACKET

A **Temporary outdoor activity permit** shall mean written authorization by the Director of the Department of Planning and Development, or designee, for the applicant to engage in temporary outdoor activities at a specified, fixed location meeting all requirements of this UDO.

For any Temporary Outdoor Activity Application, the following documents should be completed and submitted to [P&DCUSTOMERSERVICE@GWINNETTCOUNTY.COM](mailto:P&DCUSTOMERSERVICE@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).
- 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 drawn to scale.
- 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).

### **Additional 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 Plans**, 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.



TEMPORARY OUTDOOR ACTIVITY APPLICATION

<b>SITE INFORMATION</b>		
Site Address: _____		
Site Acreage: _____		Zoning District: _____
<b>BUSINESS INFORMATION</b>		
Business Name: _____		Business Type: _____
Gwinnett County Business License Number: _____		
<b>APPLICANT INFORMATION</b>		
Applicant Name: _____		Company Name: _____
Phone Number: _____		Email Address: _____
<b>TEMPORARY OUTDOOR ACTIVITY INFORMATION</b>		
Event Name: _____		
Dates of Event: _____		Time of Event: _____
Event Description: _____		
_____		
_____		
<b>Event Type:</b>		
<input type="checkbox"/> Outdoor Sales		
<input type="checkbox"/> Outdoor Events (filming, 5K run, public assemblages, etc.)		
<input type="checkbox"/> Outdoor Holiday Activities (pumpkin sales, Christmas tree sales, firework sales, etc.)		
<input type="checkbox"/> Mobile Food Service Units		
Will food be served at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be temporary signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this event require a noise permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be a tent at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many? _____	how large? _____	_____ x _____ feet



By signing below, you are certifying the following:

- 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:** \_\_\_\_\_