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|                    | <i>Date Filed</i> | <i>Fee</i> | <i>Application Number</i> |



**JOHNSON COUNTY, IOWA**

**APPLICATION FOR ADMINISTRATOR APPROVAL – SPECIAL EVENT**

Application is hereby made to authorize a one-time special event to be conducted on property located at (street address if available or layman's description):

\_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

**The property consists of \_\_\_\_\_ total acres, and is currently zoned \_\_\_\_\_**

The Zoning Administrator may approve up to one (1) event every two (2) years on any parcel or parcel group. Approval is subject to the following conditions and any other conditions deemed appropriate by the Zoning Administrator to protect public health, safety, and welfare:

- Review and approval by the Johnson County Secondary Roads Department or appropriate agency.
- Review and approval by the Johnson County Public Health Department.
- Submission of a severe weather plan for review by the Emergency Management Department.
- Adequate Off-street parking shall be provided in accordance with subsection 8:1.24.
- Application shall be made in accordance with subsection 8:1.27.
- Notice shall be sent to all property owners within five hundred (500) feet of the property in question.

**Supplemental Conditions for Special Events are in chapter 8:1.23(CC) of the Unified Development Ordinance.**

**PLEASE PRINT OR TYPE**

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

\_\_\_\_\_  
*Name of Owner*

\_\_\_\_\_  
*Name of Applicant (if different)*

\_\_\_\_\_  
*Applicant Street Address (including City, State, Zip)*

\_\_\_\_\_  
*Applicant Phone*

\_\_\_\_\_  
*Applicant Email*

\_\_\_\_\_  
*Applicant Signature*

**[See back page for Application Submittal Requirements and Checklist](#)**

The specific application submittal requirements differ for each type of application. In all cases, the following items must be submitted for the application to be considered complete.

***Initial each item below*** to confirm that you are aware of the submittal requirements and have included the information with your submittal packet.

\_\_\_\_\_ A brief cover letter explaining the nature of the event and outlining the specifics. At a minimum, the letter must include:

- All structures on the property that will be used in conjunction with the special event.
- The number of guests anticipated and maximum occupancy of the event.
- Hours of the event, including end time for outdoor music if different from the overall event.
- Number of parking spaces to be provided.
- Plan for provision of adequate bathroom facilities for guests.
- Plan for provision of safe drinking water for guests.

\_\_\_\_\_ A map of sufficient size to show the property out-lined in red, the required parking spots clearly marked (with dimensions), and all structures to be used by guests clearly indicated (should match the list of structures detailed in the letter of intent), including any temporary structures to be erected for the event.

\_\_\_\_\_ The names and addresses of owners of all property within five hundred (500) feet of the parent property or parcel.

\_\_\_\_\_ Application Fee (\$250) is due at the time of submittal.

\_\_\_\_\_ Proof of application to the Johnson County Health Department for event permitting, including but not limited to temporary food licensing (if needed), provision of safe drinking water, and provision of sufficient bathrooms to serve the anticipated number of guests.