



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health
615 W. Alder St. – Bldg. 8, Shelton, Wa 98584
Phone: (360) 427-9670 ext. 352 ♦ Fax: (360) 427-7798

TEMPORARY OUTDOOR PUBLIC EVENT

When do I need a Temporary Outdoor Public Event Permit?

Any temporary activity lasting more than four contiguous hours that is not designed or intended to be a permanent use of a structure(s) or the land it occupies. Open to the public with or without a fee for a specified period/duration of time that is prearranged with and permitted by Mason County and will attract and accommodate the following number of people at any given time:

- **Five thousand or more for events occurring within the Urban Growth Areas**
- **Three thousand or more for event occurring outside the Urban Growth Areas**

Such events can include, but are not limited to, presentations of outdoor, live or recorded musical entertainment or other large event which the applicant or Director of Community Development, or designee, believes or has reason to believe will attract numbers of people as described above. Events for any number of people which are not advertised as open to the public with or without a fee or events which are authorized by public schools or governmental entities held on public lands shall not be classified as Temporary Outdoor Public Events and shall not be subject to the standards set forth in this code section.

Examples of events that are exempt shall include, but not be limited to, the following:

- Family reunions/picnics
- Weddings, Birthdays, Anniversaries, Funerals
- Events held on school grounds
- Business or Corporate Retreats
- Organized religious events located at an established religious facility
- Events, uses or activities which have been authorized through an approved discretionary land use permit; or which are conducted in a public park or on public lands¹ with approval of the local governing agencies
- Events subject to the exemptions of subsection 5.18.060(c)

¹ Public lands as defined herein shall be those properties owned and/or operated by government agencies including state, county, municipal, township, district, or other governmental unit.

Event Location, Duration Limitations and Fees

- Temporary Outdoor Public Events shall be allowed, upon approved application, within all Mason County urban growth areas and any rural residential districts outside the urban growth areas.
- Events within these areas shall be limited to fourteen (14) cumulative days on any individual property within a twelve-month period. It is at the applicant's discretion as to how the days are utilized throughout the twelve-month period.
- No temporary outdoor public event may be held in Mason County outside the limits of the incorporated cities unless a permit is provided.

- **Temporary Outdoor Public Event Permit Fee: \$250 per event**
- **Pre-Application Fees: \$610 (must be paid prior to pre-application meeting)**
- No permit shall be issued to any person under eighteen years of age, or twenty-one if alcohol is to be served

Permit Procedure

- Written application for a temporary outdoor public event permit shall be made to the **Mason County Permit Assistance Center, 615 W. Alder Street, Shelton, WA 98584.**
- **Application must be submitted sixty (60) or more days prior** to the first day upon which said Event is to be or may be held.
- Approval of permits shall be made within forty-five (45) days after application unless permit is denied. Denial of the permit by the Department of Community Development will be in writing with reasons for the denial and shall be subject to appeal to the Hearing Examiner by action filed within ten (10) days of the denial.
- The County may require proper insurance, indemnification and hold harmless agreements, proof of possession of any Federal, State, or locally required permits or licenses, damage deposits, deposits for payment for cleanup, traffic control, security and other similar requirements which shall be identified in the permit.
- No fee, indemnification agreement or insurance requirement shall be imposed when prohibited by the First and Fourteenth Amendments to the United States Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Factors that may be considered in evaluating whether or not the fee applies include the nature of the event; the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised; if part of any annual tradition or series, previous events in the sequence; and the public perception of the event.
- A valid approved permit shall be posted at least ten (10) days prior to each event and at all times during the event in a conspicuous place where any event subject to this section is being conducted.

Submission of plans for approval; approving agencies

Whenever approval by a County government agency other than the Department of Community Development is required, application for such approval shall be made in the same manner at the times provided when applying for a permit for the temporary outdoor public event. When any type of physical facility is required or subject to approval hereunder, preliminary approval may be granted based upon specific plans proposed and submitted by the applicant. All such facilities shall be subject to inspection by the approving agencies or departments. Should the actual facility or construction fail to meet the standards approved in the proposed plans such preliminary approval shall be withdrawn and any and all permits granted subject to such approval shall be withdrawn.

No application for a temporary outdoor public event permit shall be issued until the Department of Community Development shall have had an investigation and report as to whether the location or place to be used as a site for a temporary outdoor public event conforms to all rules and regulation of the Code of Mason County and the state law, particularly in regard to land use, fire, health, building, sanitary conditions and toilet conveniences.

Pre-application conference: Requirement

Every person, corporate or organization representative, landowner or lessor applying for a new or modified Temporary Outdoor Public Event permit shall attend a Pre-Application Conference.

Pre-Application Fees: \$610.00

The purpose of this conference is to discuss the nature of the proposed Event:

- (a) The application and permit requirements,
- (b) fees,
- (c) review process and schedule,
- (d) applicable plans, map,
- (e) policies and regulations.

In order to expedite review of the application, the county shall invite all affected departments, agencies and/or special districts to the Pre-Application Conference. County staff will give preliminary feedback to the potential applicant based on the level of information provided by the applicant at the conference and will inform the applicant of issues or special requirements that may result from the Application. The more information provided by the applicant for the pre-application conference, the more effective the comments from staff will be on the components of the proposed Event.

Conditions

- (a) **Public Health Department:** No permit for a temporary outdoor public event shall be granted unless the application is accompanied by the written approval of the Mason County Health Department indicating that the applicants for said permit have complied with the health requirements of said department for like or similar facilities. Said approval shall indicate the type and adequacy of water supply to be provided, the type and adequacy of toilet, waste collection and washing facilities to be provided, and if there is to be food served on the premises, the type and adequacy of food preparation and food service facilities to be provided.
- (b) **Fire Protection:** No permit shall be granted hereunder unless the applicant has shown that the Mason County Fire Marshal has approved fire protection devices and equipment available at, or near any building, tent, stage or enclosure wherein or whereupon persons may be expected to congregate at any time during the course of such temporary outdoor public event for which a permit is hereunder required.
- (c) **Traffic Control - Police Protection:** No permit shall be granted hereunder unless it shall be approved by the Mason County Sheriff's Department that adequate traffic control and crowd protection policing have been contracted for or otherwise provided by the applicant. Should the event location impact a state route, the appropriate state agencies shall be involved in any traffic control and police protection plans.
- (d) **Parking:** Application for a permit under this title shall be accompanied by a scale drawing showing adequate off street parking facilities having been available adjacent to the location for which the permit is requested. Adequate ingress and egress shall be provided from such parking area to facilitate the movement of any vehicle at any time to or from the parking area. PROVIDED, that should buses be used to transport persons to the entertainment, amusement or assembly, it shall be shown that public parking or parking as described above is available at any site from which buses are scheduled to transport persons to an event regulated by this Chapter. Traffic resulting from any temporary activity shall not adversely affect surrounding properties or adjoining rights of way. The Director of Public Works shall make any determination of adverse affects.
- (e) **Inspection:** No permit shall be granted hereunder unless the applicant shall in writing upon the application for such a permit consent to allow the law enforcement and public health and fire control officers of the county come upon the premises for which the permit has been granted for the purpose of inspection and enforcement of the terms and conditions under which the permit is granted.
- (f) **Location:** No temporary outdoor public event shall be operated in a location that is closer than two hundred fifty feet from any schoolhouse, church, house, residence or other human habitation. Variation from this requirement will be at the discretion of the permitting authority and evaluated on an individual basis. Applicants may seek written permission or waivers from property owners within 250 feet of an event to submit when requesting a variation from this requirement.
- (g) **Traffic/Access Plan:** A traffic control plan shall be submitted as part of the application package that shows the measures intended to minimize impacts to the roads and traffic. This should include a description of the expected traffic volumes, what measures will be used for traffic flow control, and what signs are proposed. A Road Use Permit will be required for road closures or event parking on County roads or in the County road rights-of-way.
- (h) **Public Safety Plan:** A Public Safety Plan prepared and submitted in accordance with Chapter 4, Section 403.2 of the 2006 International Fire Code or most current edition. This plan shall provide for an appropriate level of public safety under the authority and approval of the Mason County Fire Marshal in consultation with additional local fire districts, as applicable. The contents of this plan shall include, but are not limited to, provisions for emergency vehicle ingress and egress, fire protection, emergency medical services, and the need for fire and emergency medical services personnel at the event.

Note: The information on this brochure is for general guidance only. You should not rely on this brochure to identify the specific requirements for your project. A copy of the Temporary Outdoor Public Event Ordinance is available from the Building Department. For identification or explanation of specific requirements related to your proposal, contact the appropriate County department.



MASON COUNTY COMMUNITY SERVICES

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EVE _____ - _____

TEMPORARY OUTDOOR PUBLIC EVENT APPLICATION

This application must be completed, signed and forwarded to the Mason County Dept. of Community Development Office at least sixty (60) days prior to the first day of the event. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit. Please type or print information clearly and attach additional sheets as necessary. Once application has been submitted, the applicant will be required to schedule a pre-application meeting with County staff to discuss event details.

EVENT INFORMATION

Date of permit:	Event Name:
Legal Description:	
Event Site Address:	
Date(s) of Event: NOT TO EXCEED 14 DAYS:	<input type="checkbox"/> Day(s) of the Week:
Event Time: <input type="checkbox"/> Event Start Time:	<input type="checkbox"/> Event End Time:
Event Crowd Size: <input type="checkbox"/> Participants:	<input type="checkbox"/> Spectators: <input type="checkbox"/> Volunteers/Staff:
Size of Property (if applicable):	
Has this event been held previously?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, what were the dates of the event & where:	
Any change from previous events?: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please <u>attach</u> list of changes for this year's request.	

APPLICANT INFORMATION

Name of Applicant:		
Mailing address:		
City:	State:	Zip:
Home Phone:	Cell phone:	Email:
Owner's Name:		
Mailing address:		
City:	State:	Zip:
Home Phone:	Cell phone:	Email:

EVENT DETAILS

Check appropriate category below and fill in details or numbers, size and type. Leave blank if not applicable.		
Alcohol:	Will alcohol be served or available? No <input type="checkbox"/> Yes <input type="checkbox"/>	Will alcohol be sold? No <input type="checkbox"/> Yes <input type="checkbox"/>
Booths/Vendors:	How many booths?	How many vendors:
Entertainment:	Sound System: Acoustic <input type="checkbox"/> Amplified <input type="checkbox"/>	Describe:
Food:	Will food be served or available? No <input type="checkbox"/> Yes <input type="checkbox"/>	Will food be sold? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, by whom?
Water:	Potable? No <input type="checkbox"/> Yes <input type="checkbox"/>	Non-Potable? No <input type="checkbox"/> Yes <input type="checkbox"/>
Electricity Source:	Generators? No <input type="checkbox"/> Yes <input type="checkbox"/>	How many? Size:
Sanitary Facilities:	How many?	Handicapped Accessible? No <input type="checkbox"/> Yes <input type="checkbox"/>
Rides:	No <input type="checkbox"/> Yes <input type="checkbox"/> How many?	Describe:
Land Clearing/Grading:	No <input type="checkbox"/> Yes <input type="checkbox"/>	Describe:
Fire Protection:	Equipment or devices? No <input type="checkbox"/> Yes <input type="checkbox"/>	Describe:
Traffic Control:	Crowd control or policing provided? No <input type="checkbox"/> Yes <input type="checkbox"/>	Describe:

Traffic Access Plan:	Road closures required? No <input type="checkbox"/> Yes <input type="checkbox"/>	Do you have a permit? No <input type="checkbox"/> Yes <input type="checkbox"/>
Parking:	Off Street parking available? No <input type="checkbox"/> Yes <input type="checkbox"/>	Scale drawing provided? No <input type="checkbox"/> Yes <input type="checkbox"/>
Location:	Event site location 250' from schoolhouse, church, house, residence or other human habitation? No <input type="checkbox"/> Yes <input type="checkbox"/>	Describe:
Public Safety Plan:	Crowd Control or policing provided?	Describe:

APPLICATION WILL NOT BE ACCEPTED WITHOUT:

1. Site Plan (5 sets): Note scale used <ul style="list-style-type: none"> • Property lines, easements, & right of ways • Distance, in feet, from property line & structures • Lighting, sound plans and provision for vehicular parking • Location of fire hydrants & vehicle access roads 		<ul style="list-style-type: none"> • Location of all existing structures & dimensions • Well location • Parking areas (number & arrangement) • Public Safety Plan
3. Sanitation facilities and sewage disposal plan and/or approval.		
4. Security and traffic control approval by the Mason County Sheriff's Department.		
5. Dept. of Health food handling permits if applicable		
6. Fees will be collected at time of submittal.		

REVOCAION OF PERMIT; STATEMENT OF RIGHT.

The temporary outdoor public event permit issued under the provisions of this Chapter shall state in substance that such permit is issued as a public safety, sanitary and fire requisition measure, and that the right of the Department of Community Development to revoke such permit is a consideration of issuance. If any Temporary Outdoor Public Event in Mason County is not being operated in accordance with the rules and regulations prescribed in this Chapter and set forth in the State law, the permittee shall be subject to revocation of the permit, and the permittee or other individual responsible subject to such other punishment as the law and this Chapter provide. (Ord. No. 61-09, Att. A, 7-7-2009)

Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO MASON COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT.

I, the undersigned representative, have read the "Temporary Outdoor Public Event Application" and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information is complete and accurate.

PRINT APPLICANT'S NAME: _____

SIGNATURE OF APPLICANT: _____

SIGNATURE OF PROPERTY OWNER (IF DIFFERENT THAN APPLICANT): _____

DATE OF APPLICATION: _____ FEE AMOUNT COLLECTED: _____

APPROVED BY: _____ DATE OF APPROVAL: _____

Official Use Only			
Accepted by _____	Date _____	Submittal Amount \$ _____	Receipt number _____

Department Review	Approved	Denied	Comments
Building			
Environmental Health			
Fire Marshal			
Planning			
Public Works			