



Nice Matters!

**Emerald Isle
Planning and Inspections**
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-3424 voice
252-354-5068 fax

www.emeraldisle-nc.org

Planning Director
John Nevel
townplanner@emeraldisle-nc.org



A Family Beach

Special Event Permit Application

A completed special event permit application with attachments must be submitted and a \$100 zoning permit fee must be paid prior to the issuance of a zoning permit.

Special Event Information	<u>Name of Proposed event</u>	
	<u>Location of Proposed Event</u>	
	<u>Description of Event (please give as much information as possible and state whether alcohol will be served at the event)</u>	
	<u>Special Event Website</u>	
	<u>Special Event Date(s) and Times</u>	
	<u>Estimated Attendance</u>	
Main Contact	<u>Contact Name</u>	
	<u>Contact Mailing Address</u>	
	<u>Contact Phone Number</u>	
	<u>Contact Email Address</u>	
Property Owner	<u>Property Address of Set-Up</u>	
	<u>Property Owner Name/Company</u>	
	<u>Property Owner Phone Number</u>	
	<u>Property Owner Email Address</u>	

Application Attachments

- Location Site Plan:** A site plan of proposed setup of all components of the special event, including (but not limited to) tents, vendor location, EMS staging (if needed), stages, street names, seating, trash/dumpster location(s), etc. Show distances between all elements if possible.
- Parking & Access Site Plan:** A site plan showing where all parking (including handicap accessibility) will be located for the entire duration of the special event, as well as a site plan showing how vendors will enter the location to set up. Plan must show where vehicles will be driving to stage the area (if applicable).
- Vendor List:** A list of all vendors (including food trucks if applicable) that will be attending the special event.
- Town Accommodations:** A letter stating what services/assistance will be needed from the Town (if applicable).

Applicant Signature & Date: