

# TEMPORARY USE PERMIT “PUBLIC EVENT” CUSTOMER ASSISTANCE GUIDE



Charles County Government

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Planning and Growth Management  
P.O. Box 2150  
La Plata, MD 20646-2150*

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**Definition**

A group of persons gathering in open spaces and not in a permanent enclosed structure that has an approved use, and not on publicly owned property. Publicly owned property is land owned by the County, State or Federal Governments. (Board of Education owned land shall be considered publicly owned land, if their event(s) are completely contained (including parking) on their grounds.)

**When is a Temporary Use Zoning Permit required for a Special Event?**

When you or your organization plans events or activities, it is vitally important that the appropriate agencies are notified. Those agencies include but are not limited to Emergency Services, Liquor Board, Public Facilities, State Highway Administration, Circuit Court, Fiscal Services, Permits Administration, the Charles County Sheriff's Office (Assistant Commander of Patrol), and the Maryland State Police (local).

Quite often these agencies may need to provide services related to large crowds and these additional requirements can exceed the availability of local resource unless thorough planning is coordinated.

Public Events, such as carnivals, circuses, decorator's showcases, music festivals, or theme festivals, shall be allowed for a maximum of 30 days, provided a Zoning Permit is obtained. The event will be subject to the following requirements taken from Section 30, of the Charles County Zoning Ordinance:

1. The temporary use permit shall specify the use, dates, and hours of operations of the event.
2. Adequate arrangements for temporary sanitary facilities must be approved by the County Department of Health.
3. No permanent or temporary electrical power for lighting or other uses shall be installed without an electrical permit demonstrating compliance with the County's electrical code.
4. The site shall be cleared of all debris at the end of the event and cleared of all temporary structures within three (3) days thereafter. A bond in a sufficient amount as determined by the Zoning Officer shall be provided to insure that the premises shall be cleared of all debris. For an event of 1,000 or more attendees, the bond amount may also include an amount for the purpose of assuring that all emergency service agencies will be paid for the provision of agreed upon services.
5. Adequate off-street parking shall be provided and a stabilized drive to the parking area shall be maintained.
6. It shall be the responsibility of the applicant to guide traffic to parking areas. The applicant shall

notify the local enforcement authority and shall provide adequate traffic control.

7. No structure or equipment shall be located within 200 feet of any residential lot less than five (5) acres.

*Please reference Article XIX, §297-325, of the Zoning Ordinance for regulations regarding event sign allowances.*

Parties at private residences and weddings are not considered public events and will not require a permit. The permit will generally apply to the following types of events:

Parades	fireworks displays	outdoor music festivals
carnivals	craft fairs	haunted houses
political rallies & fund-raisers	road rallies	tractor pulls
concerts	circuses	bicycle races
rodeos	theme festivals	foot races
holiday event	car show	motorcycle ride

**Procedures to obtain a Temporary Use Zoning Permit:**

Fill out the Public Event Application, either in the office at the Charles County Government Building, Permits, Codes & Inspections Services, or on-line at [www.charlescounty.org/pgm/apps/publicevents/applicationmain.jsp](http://www.charlescounty.org/pgm/apps/publicevents/applicationmain.jsp) no less than thirty-five (35) days prior to the first day of the event. The application will be forwarded to the appropriate agencies for review to determine if there will be any additional permits required. If any additional permits are required (such as a building permit for any proposed structures), the applicant will be notified.

The Temporary Use Zoning Permit forwarded to the following agencies:

**Codes, Permits and Inspections Services (301) 645-0692**

If the event will have any structures erected such as tents, stages, etc.

If any permanent or temporary lighting will be installed an electrical permit will be required.

**Charles County Public Facilities, County Roads Division, (301) 932-3440**

If the event will necessitate closing of any County maintained roads.

**State Highway Administration, Traffic Department (301) 934-8031**

A “Special Event” Permit may be required.

**Charles County Health Department, Environmental Health, (301) 609-6751**

For adequate arrangements for temporary sanitary facilities and water. (Additional requirements may need to be met.)

**Emergency Services, (301) 645-0630**

Notification for fire & EMS Services.

**Charles County Liquor Board, County Attorney Office (301) 645-0555**

If alcohol is to be served a liquor license may be required.

**Charles County Sheriff's Office, Assistant Commander of Patrol, (301) 609-6400**

To assure that the site will have an adequate traffic control plan.

**Maryland State Police, Waldorf Barracks, (301) 392-1200**

Notification as part of local law enforcement for coordination with Charles County Sheriff's Office and for any applicable Maryland State permits that may be required.

**Planning Division, (301) 645-0540**

Check for compliance with regulations listed in the Charles County Zoning Ordinance.

**Charles County Circuit Court (301) 932-3241**

Determines if a promoter's permit will be required.

The following information must be submitted with the Public Event application:

- One (1) copy of a site plan drawn accurately or to scale showing lot lines, existing and proposed structures (tents, stages, concession stands, sanitary facilities...). Show setback dimensions from any proposed structure(s) to lot lines. In addition, the parking area(s) for the event must be included on the site plan. If applying on-line, the site plans must be either mailed, e-mailed, or brought to the Office with the permit reference number. *If the event has been permitted in previous years, the site layout will be the same, and a site plan has been submitted previously, a new site plan will not be required.*
- Current application fee paid either at application or prior to having the permit issued. (See the FY 17 Fees and Charges)
- For an event of 1,000 or more attendees, a bond in a sufficient amount, as determined by the Zoning Officer, may be assessed for the purpose of site clearing of debris and/or assuring that all emergency service agencies will be paid for the provision of agreed upon services.

The Zoning Officer may allow a guarantee for organizations with prior experience within the County of at least two events which resulted in no problems with clean up or default of payment to emergency service agencies.

- In addition, the following information shall be provided for specific areas:

Chesapeake Bay Critical Area and Resource Protection Zone (301) 645-0540

Property located in the above areas may require additional information. Contact the Planning Department for specific submittal requirements and delineation of the CBCA and RPZ.

Planned Unit Development, PUD

Approval from the appropriate Planning & Design Review Board (PDRB) should be obtained.

*Smallwood Village* - Huntington (including Sentry Woods), Bannister and Wakefield - SMALLWOOD VILLAGE - PDRB, 204 Washington Ave., Ste. 102; La Plata, MD (301) 843-8111 extension 108.

*Westlake* - Hampshire, Lancaster, Dorchester, Fairway Village - WESTLAKE VILLAGE PDRB, 204 Washington Ave., Ste. 102; La Plata, MD (301) 843-8111 extension 108.

*Fairway Village* - Sheffield, Gleneagles, Heritage at St. Charles – FAIRWAY VILLAGE PDRB, 204 Washington Ave, Ste. 102; La Plata, MD, 301-843-8111 extension 108.

*Wooded Glen Village* – Fieldside – WOODED GLEN VILLAGE PDRB  
204 Washington Ave, Ste. 102; La Plata, MD, 301-843-8111 extension 108.

Swan Point

*Swan Point* - 11550 Swan Point Boulevard, Issue (301) 259-0054

Once all reviewing agencies have approved the event, the applicant will be contacted for collection of the fees and the permit may be issued.

**Mission Statement**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

**Vision Statement**

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.



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## TEMPORARY USE ZONING PERMIT - PUBLIC EVENT

### PRE-EVENT QUESTIONNAIRE

Event Name: \_\_\_\_\_

Held Before: \_\_\_\_\_

Event Type: \_\_\_\_\_

Other: \_\_\_\_\_

If fundraiser, what charity will the event benefit? \_\_\_\_\_

Target Groups: \_\_\_\_\_

Tickets: \_\_\_\_\_

Ticket Agent Used: \_\_\_\_\_

Alcohol Served: \_\_\_\_\_

Liquor License Received: \_\_\_\_\_

Food/Beverage Available: \_\_\_\_\_

Water Source: \_\_\_\_\_

Sanitary Facilities: \_\_\_\_\_

Source of Electricity: \_\_\_\_\_

Music: \_\_\_\_\_

Other: \_\_\_\_\_

Fireworks Planned: \_\_\_\_\_

Bonfires/Campfires: \_\_\_\_\_

Vendors: \_\_\_\_\_

Other: \_\_\_\_\_

Vendor Stand(s): \_\_\_\_\_

Animals (Petting Zoo): \_\_\_\_\_

Tent(s): \_\_\_\_\_

Tent (s) Size & Type: \_\_\_\_\_

Sides on any Tent: \_\_\_\_\_

Stage (s): \_\_\_\_\_

Stage (s) Size & Type: \_\_\_\_\_

Current Stage: \_\_\_\_\_

Other: \_\_\_\_\_

Private Security: \_\_\_\_\_  
Security Company Hired: \_\_\_\_\_  
Security Company Name: \_\_\_\_\_

Parking: \_\_\_\_\_  
Off Site Location: \_\_\_\_\_

Type of Advertising : \_\_\_\_\_  
Other : \_\_\_\_\_  
Internet/Web URL: \_\_\_\_\_

Is event being promoted by a promoter? \_\_\_\_\_  
Promoter Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Have you ever held an event of this type before? \_\_\_\_\_  
Similar Event Name: \_\_\_\_\_  
Similar Event Location: \_\_\_\_\_

Will any roads be closed as a result of the event? \_\_\_\_\_  
List County road(s): \_\_\_\_\_  
List state road(s): \_\_\_\_\_

Other Information: \_\_\_\_\_

### Events Dates/Times

Date of Event	# Attendees Expected	Staff Start Time	Staff End Time	Public Start Time	Public End Time

### Property Location

Property Number: \_\_\_\_\_  
Property Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

### Applicant

**Full Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

**Owner**

**Full Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_

**Applicant is Property Owner?** \_\_\_\_\_

**Directions to Event:** \_\_\_\_\_