

ADMINISTRATIVE PERMIT- SPECIAL EVENT/ FILMING

Administrative Permit Submittal Requirements

Apply for an administrative permit with items listed below through the Customer Self-Service (CSS) Portal - <https://www.johnscreekga.gov/customer-self-service>.

A complete application will require:

1. A Site Plan clearly showing the proposed street closure or staging area, distance in feet of the activity's location from the property lines, the subject property's setbacks and buffers, sanitary & trash facilities, tents/tables, parking lots, and traffic flow pattern. Said drawing shall also depict north arrow, curb cuts and other minimum distance requirements. See section 19.3.3; Event, Special Indoor/Outdoor, of the Johns Creek Zoning Ordinance, for other applicable requirements (also available on Page 2).
2. The proposed location of any tent(s) erected for use during an event, and the distance from the tent to adjacent residential structure(s) shall be shown on the Site Plan. For all tents that are 400 square feet in size or greater, a valid copy of the Fire-Resistant Certificate is required to be submitted with the application.
3. 24-hour contact information of the person responsible for the entire duration of the activities.
4. Emergency Service Plan (if applicable, to be determined during the review process).
5. Description of any recording or sound equipment, signs, or any other attention getting devices must be provided in the event description.
6. Should the event serve alcohol, have vendors, or be catered: Pouring, Catering, &/or Special Event Permits shall be required from the Revenue Department (see additional fees on page 3).
7. Should pyrotechnics or special effects be proposed, coordination with the Johns Creek Fire Marshal shall be necessary.
8. Signed & notarized statements by all private property owners allowing activities on their property for the date of the event.
9. Administrative fee: \$50 plus \$10 per day
10. Payment of hired police officers, additional public safety representatives to be coordinated with Police Department and/or any additional fees outlined on page 2 must be paid prior to the permit issuance.

Additional Requirements for Events that Occur in the Right-Of-Way:

1. Traffic Mitigation Plan
2. Emergency Service/Public Safety Plan
3. Certificate of Insurance
 - a. Name, address, and telephone number of the person, if the applicant is an individual, or the name, address, and telephone number of an applicant corporation, partnership, organization, or group;
 - b. Date, time, and location where the proposed event is to take place, including proposed routes of travel on public streets to be used for the event;
 - c. Description of activity involved with the event;
 - d. An approximate number of persons, animals, and vehicles which will be involved with the event;
 - e. Names, home addresses, and telephone numbers of individuals involved with the applicant, if not an individual, who have oversight responsibility for the organization and conduct of the event on behalf of applicant;
 - f. A description of any recording equipment, sound amplification equipment, signs, or other attention getting devices proposed to be used during the event;
 - g. Plans for disposal of trash and cleanup of event area; first aid provisions; vehicle and trailer storage provisions; and toilet facilities available to event participants; and
 - h. Any additional information which the City Manager may find reasonably necessary to the fair administration of this chapter which may include a complete record of all arrests and convictions against the applicant and every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state, or federal government, other than minor traffic violations.
4. The application shall be signed and sworn to by the applicant if an individual, or by a partner, if a partnership, or by an officer, if a corporation.
5. All information furnished or secured under the authority of this article shall be kept and maintained by the City and shall be utilized only by the officials of the City responsible for administering these provisions.
6. Any false statement in an application for a permit may be grounds for revocation or denial of the permit application.

Additional Fees (if applicable)

The applicant will be given the contact information of any public safety and/or public works personnel, to make the arrangements for the day of the event.

Police:

Car fees: \$35.00/for first hour, \$10.00/each additional hour
(Paid to the City of Johns Creek, paid prior to permit issuance)

Officers: \$50.00/hour

(Paid directly to each individual Officer, on the day of the event)

*** A minimum of three hours is required per event ***

Traffic Control Fees:

These fees include set-up and removal of all required traffic control devices. If the activity is occurring within the right-of-way or City Park, the City requires the applicant use the City approved subcontractor for all traffic control devices. Fees will be established through the review process.

(Checks must be made out to the City approved contractor, paid prior to permit issuance)

Revenue Permitting Fees:

Off Premise Catering License (required if a restaurant/catering company will be operating off restaurant premises): \$200

Special Event Permit (required if the event includes alcohol sale): \$50

New/Renewal Pouring Permit (required of each individual serving/pouring alcohol): \$30

Administrative Permit Guidelines

19.3.3. Event, Special Indoor/Outdoor. As applicable, special events are subject to the requirements of other City of Johns Creek Departments, such as Emergency Medical Services Plans, Emergency Planning and Preparedness Plans, tent permits, pyrotechnics permits, food service permits, etc.

A. Required Districts: O-I, MIX, C-1, C-2, M-1A, M-1, AG-1; residential districts in conjunction with an institutional use, such as a place of worship or a school, or for the benefit of charity such as tours of homes, show houses, and the like; or for filming activities; and in a CUP in conjunction with a commercial use. Private events on private property do not require an event permit.

B. Standards:

1. No more than four Administrative Permits shall be granted per year and no permit shall be effective for more than 14 consecutive days for a single event on the same property. An application for said permit shall be made no less than 14 days prior to the event. Said permit must be posted on site such that it is visible from the street.
2. The hours of operation shall be 8:00 a.m. to 8:00 p.m., Sunday through Thursday and 8:00 a.m. to 10:00 p.m., Friday through Saturday.
3. A drawing, no larger in size than 11" x 17", with dimensions (distances in feet) of the activity's location from the site's property lines and other minimum distance requirements as specified by this Section shall be submitted to the Department of Community Department for approval. Said drawing shall also depict north arrow, curb cuts and traffic patterns.
4. The applicant shall provide a notarized written permission statement of the property owner or lease holder of the subject site to the Department of Community Development. A 24-hour contact number of the property owner or lease holder shall be provided along with permit application.
5. The entire property shall comply with the zoning district's setback requirements.
6. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use.
7. No tent, table or other temporary structure shall be located within 250 feet of a residential structure. Tents less than 5,000 square feet do not require a building permit; tents equal to or greater than 5,000 square feet require structural plan review and a building permit. All tents are subject to the approval of the Fire Department.
8. Sales from vehicles are prohibited.
9. The entire property shall comply with the City of Johns Creek parking requirements.
10. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.

11. A sound level of 65 dBA shall not be exceeded at adjacent property lines of any residential use.
12. Signage shall be in accordance with Article 33.

Community Development