NEW CASTLE COUNTY

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDELU.ORG

Use Permit Requirements
Public Interest and Special Events

REV. 02/22/2012

Public Interests may include, but are not limited to, outdoor gatherings, auctions, art sales, flower/plant and holiday tree sales, bake sales, and sales of similar items for the benefit of the community, or community, service or non-profit organization.

Special Events may include, but are not limited to, outdoor concerts, auctions, carnivals, circuses, outdoor religious meetings, and social entertainment at commercial properties.

Non-profit and/or charitable organizations must follow the guidelines outlined below, however they are not required to obtain a permit. Such organizations are only required to complete and submit a Public Interest and Special Event Non-Profit/Charitable Organization Information Sheet in advance the event. Please review the information sheet for details.

The following requirements concern public interest and special events as defined in the New Castle County Unified Development Code:

- Activity is limited to no more that six (6) times per year, and each event shall last no longer than fourteen (14) days. In the EX district, the use is only permitted in areas approved for recreation, high intensity uses.
- No display, sales or parking is permitted in any street right-of-way, nor shall it obstruct parking or vehicular traffic.
- All display areas and temporary structures shall comply with the minimum required yard setbacks for the zoning district in which the public interest/special event is being proposed and may not displace required parking for the primary use of the property.
- The activity shall be permitted only during hours when the facility's parking would not be used for the primary use's high traffic generation activities.
- Site must be cleared of all temporary structures and debris within 15 days of the expiration of the permit.

REQUIRED PERMIT PAPERWORK (for other than non-profit and/or charitable organizations)

All New Castle County forms are available via the County website or Land Use customer service.

- ❑ **Temporary Special Events Application**

- ❑ **Site Plan** This shall show all highway entrances, buildings, parking spaces and rights-of-way. Please indicate location of any structures such as tents, stands and the like (Appendix #1, 3.C. of UDC). Review fee for basic review of site plan by a Land Use Plan Examiner is $100 at time of application. **However**, if it is determined by the Plan Examiner that a more comprehensive review is required, involving the submittal of an application and review by a Land Use Planner, the $500 review fee will apply. <u>In the event that a comprehensive review is required, please allow several additional days for processing, review, and approval.</u>

- ❑ **Written Permission from the Property Owner** This may consist of the owner's signature on the permit application or a copy of the property lease.

- ❑ **Flame Retardant Certification** All tents must have Flame Retardant Certifications submitted with the permit application. (provided with the rental or purchase of the tent)

- ❑ **Fire Marshal Approval or Waiver** 302-323-5365

- ❑ **Entrance/Exit Permit or Waiver from Delaware Department of Transportation** DelDOT – 302-326-4679

- ❑ **Board of Health Approval or Waiver**, if food preparation/service is applicable – 302-744-4546

Verification of Paid Taxes Property taxes and sewer billing fees must be paid on the property for which you are requesting a building permit and on any tax parcel that such landowner owns in New Castle County prior to building permit submission (*New Castle County Code* 06.03.012.H). This will be verified as part of the application process.

FEES:	$100	Temporary Certificate of Use
	$100*	Site Plan Review Fee (referenced above) - *should a site plan submission to the Planning section be required, the review fee will increase to $500.
	$25	Engineering Fee – A floodplain/wetland review fee may apply to applicable projects not receiving prior site plan review.

Note: New Castle County park land must be reserved through the New Castle County Community Services Department. Contact Parks Department at 302-571-4006 or www.nccde.org/parks.

NEW CASTLE COUNTY
APPLICATION FOR TEMPORARY SPECIAL EVENTS PERMIT

Tax Parcel Number ☐☐ ☐☐☐ ☐☐ ☐☐☐ ☐☐☐☐☐

JOB LOCATION

No. _____ Street _____ Zoning _____

Description of Property _____

IDENTIFICATION

Applicant Name _____ Phone # (_____) - _____ - _____

Street _____ City _____ State _____

Applicant Signature _____

Property Owner Name _____ Phone # (_____) - _____ - _____

Street _____ City _____ State _____

I, the undersigned, give permission to the above named applicant to use this property for the purpose indicated below.

Owner Signature _____ **Date** ___ / ___ / ___

Type of Event _____

Please check all items that apply:

☐ Tent(s) ☐ On-Site Parking ☐ Off-Site Parking ☐ Food Preparation/Service

Hours of Operation – _____

Dates of Operation – From ___ / ___ / ___ to ___ / ___ / ___ (Maximum of 14 days)

- Attach a copy of a site plan showing all highway entrances, buildings, parking spaces and rights-of-way. Indicate location of any structures such as tents, stands and the like.
- Delaware Dept. of Transportation Entrance Permit # _____ (if applicable).
  - Attach Entrance/Exit Permit
- All temporary structures shall be placed in a safe and secure fashion. All tents shall have Flame Retardant certifications submitted with this application.
- Board of Health Approval and/or Fire Marshal Review must accompany this application, if applicable.
- Site must be cleared of all temporary structures and debris within 15 days of the expiration of the permit.

_____	_____	☐☐☐☐☐☐☐☐☐	_____
PPlan Examiner	Date	Permit Number	Issue Date

Revised 10/15/00