



TOWN of WAKE FOREST

Temporary Use Permit Submittal Checklist

A Temporary Use Permit ([Section 15.6.2](#)) is required for uses permitted in accordance with [Section 4.7](#) prior to the commencement of any use or activity. Please refer to [Wake Forest Unified Development Ordinance \(UDO\)](#) for general standards and temporary events exempt from permit requirements. A building permit may be required in addition to a Temporary Use Permit (e.g., tent permit).

A	General Requirements
1	Additional permits may be required for specific event types, proof of application for these permits must be submitted. All inspections and permits required by the building code, fire code, or applicable government agency must be received. Applicant is responsible for obtaining all other applicable permits, such as building permits, ABC licenses, and health department approval.
2	If the applicant is not the owner of the property upon which the use will take place, then the applicant must include a copy of the lease or rental agreement pertaining to the temporary use. An attachment providing the name and contact information of each responsible party on the lease or rental agreement, as well as any organization on whose behalf a person is applying is also required to be submitted.
3	Provide Proof of Liability Insurance, if applicable.
4	Provide a signed affidavit of property owner notification, if applicable.
B	Sketch Plan
1	A Sketch Plan shall be provided to accurately reflect the nature of the application. The Sketch Plan shall show in simple sketch form the shape and dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below:
	i. North Arrow and Scale not less than 1" = 50'
	ii. Layout of existing streets
	iii. Existing/proposed lot layout
	iv. Building(s) location and size
	v. Parking areas and means of ingress/egress
	vi. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
	vii. Public or private easements and buffer areas
	viii. Location of proposed structure(s) (e.g., tents, construction trailers, etc.)
	ix. Location of bathroom and trash facilities, if applicable
	x. Location of temporary signage as regulated by Section 11 of the ordinance, if applicable
	xi. Existing/proposed temporary site lighting, if applicable
	xii. Adequate access for emergency vehicles
	xiii. Proposed fencing, if applicable
	xiv. Proposed landscaping, if applicable

	<i>Additional requirements based on proposed use below:</i>
C	Large Events
1	Includes Bazaars, Festivals, Carnivals, Fairs, Circuses, Concerts & Similar Outdoor Gatherings with the total anticipated assembly of 1,500 or more people and duration of two (2) or more days per calendar year on an individual parcel or site. The following information is required as part of the application process a minimum of 30 days prior to the planned event:
	i. Anticipated attendances, including previous attendance figures if the event has occurred at least once in the previous five (5) years
	ii. Anticipated number of days needed to prepare location for use
	iii. Means of activity containment (i.e., fencing, security, etc.)
	iv. Event security, crowd control and traffic safety measures. Provisions for these must be approved by the Town of Wake Forest Police Department
	v. Method and location of garbage impoundment and means of removal
	vi. Method of site lighting
	vii. Signed affidavit verifying that all property owners within 100 feet have been notified of date, time, and nature of event with the letter that was sent included in your application materials
	viii. Proof of liability insurance