

FESTIVAL PERMIT

Application Packet

Contents

- Application – Festival Permit Application
- Site Plan Example

Submit the Following

- Fee
- Application packet including:
 - Questionnaire
 - Site Plan
 - Landowner/Agent Consent Form (If the landowner does not sign the application) not attached.
 - Land Use Permit Application for projects located within the boundary of the Colville Indian Reservation (not attached)

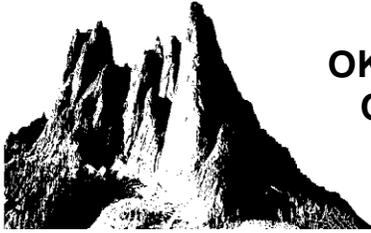
If more information needs to be submitted, feel free to attach any additional maps, forms, etc.

Questions

Okanogan County Office of Planning and Development
123 5th Ave. North, Suite 130
Okanogan, WA 98840

Phone: (509) 422-7160

e-mail: planning@co.okanogan.wa.us



**OKANOGAN COUNTY
OFFICE OF PLANNING & DEVELOPMENT**

123 5TH AVE. N., STE. 130 – OKANOGAN, WA 98840
(509) 422-7160 FAX; (509) 422-7349
EMAIL: PLANNING@CO.OKANOGAN.WA.US

FESTIVAL PERMIT APPLICATION

EVENT TITLE: _____

START DATE: _____

END DATE: _____

APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

AGENT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

**NAME AND ADDRESS OF PROPERTY OWNER, IF
DIFFERENT FROM APPLICANT ABOVE**

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

PROPERTY INFORMATION

Parcel Number: _____

Township: _____ Range: _____ Section: _____

Number of Acres: _____

EVENT INFORMATION

A. Please include a detailed description of the proposal; (activities, accommodations, etc.) provide site plan; attach additional sheets if necessary.

Date Received: _____

Fee: _____

Receipt#: _____

B. Maximum Number of attendees? _____

Applicant must comply with Festival Permit Code 5.25.060 (H) Maximum admissions: No more persons shall be admitted to the festival at any given time than stated in the permit issued.

C. First Aid, applicant must comply with Festival Permit Code 5.25.060 (B Adequate provisions shall be made for administering emergency first aid. Adequate provisions include, but are not limited to:

1. A reliable means of communication shall be available at all times for purposes of calling an ambulance or other emergency services.
2. An emergency first aid station shall be available on-site to all attendees and employees at all times and shall include a first aid kit containing a minimum of sterile bandages for control of bleeding. At least one agent of the event organizer shall have a current CPR and First Aid card. Such agent may also serve as a security person (OCC 5.25.060 (A)).
3. Comply with "Rules and Regulations of the Okanogan County Health District for Outdoor Events, Section First Aid"

Explain how you will comply with this requirement. _____

D. Will there be overnight camping? Yes No

If yes, what type of camping (tents, RV's, cabins)

E. Camp fires or Bonfires (if campfires or bonfires are be allowed), applicant must comply with Festival Permit Code 5.25.060 (F) ... the event organizer will inform any attendees who light a fire that they must have immediately available fire suppression equipment of no less than a 5 gallon bucket full of water and a shovel.

1. If an application proposes outdoor fires while a burn ban is in effect, then the application shall include a waiver from the appropriate agency with jurisdiction (i.e. Fire District, Department of Natural Resources, Municipality, etc.). The terms of the waiver must be met, in whole, throughout the duration of the event.

Explain how you will comply with this requirement. _____

F. Will alcohol be sold? Yes No

If yes, applicants must comply with Festival Permit Code 5.25.060 (A)... security shall be required at the point of service. Security person(s) shall be an agent(s) of the event organizer, clearly identified through uniform, badge, armband, or similar insignia, who has the immediate capability of summoning law enforcement or medical assistance in the event of an emergency. Security stationed at any location where alcohol is served will be familiar with the regulations controlling the sale and service of alcohol. Explain how you will comply with this requirement._____

G. Will food be sold? Yes No

If yes, applicants must comply with Festival Permit Code 5.25.060 (G) Sanitary conditions: Adequate and sanitary services must be available to guests for Water, Food, Solid Waste Disposal, and Sewage Disposal in compliance with “Rules and Regulations of the Okanogan County Health District for Outdoor Events, Sections Water, Food, Solid Waste Disposal, and Sewage Disposal”. Also, the following provisions must be met:

1. All persons serving food to the public shall have a valid food handlers permit issued by Okanogan County Public Health.

Explain how you will comply with this requirement._____

H. Solid Waste & Sewage, applicant must comply with water, solid waste disposal and sewage requirements as outlined in Festival Permit Code 5.25.060 (G)

2. Drinking water must be available to the public at all times and must be provided from a legal source.
3. Sanitary restrooms must be available to the public at all times.
4. Wastewater must be disposed of in a legal and approved manner.
5. Solid waste must be disposed of in a legal manner. Collection areas and garbage cans must be clearly marked and placed in various locations throughout the event area.

Explain how you will comply with this requirement._____

I. Noxious weed control, applicant must comply with Festival Permit Code 5.25.060 (C) The spread of noxious weeds shall be controlled. Prior to the event, noxious weeds shall be eradicated along on-site and off-site access roads and within all parking areas. The applicant shall have established a weed control plan, approved by the Noxious Weed Department prior to submission. This requirement may be satisfied by requesting an on-site inspection or consultation with the Okanogan County Noxious Weed Department prior to issuance of the permit.

Explain how you will comply with this requirement. _____

J. Dust Control, applicant must comply with Festival Permit Code 5.25.060 (D) Throughout the duration of the event, dust from roadways or other disturbed areas must be controlled to prevent dust from drifting onto adjoining properties where residential structures are located, or if the site is located in proximity to livestock, tree fruit, or row crops. Dust from roadways must be adequately controlled if it interferes with the visibility of motorist and pedestrian traffic.

Explain how you will comply with this requirement. _____

K. Parking and Access, applicant must comply with Festival Permit Code 5.25.060 (E) The event shall designate parking areas of sufficient size to accommodate the size of the event, which should include approximately one vehicle space per every three guests.

1. A minimum of 2%, and no less than 1, of the parking spaces shall be designated for handicap parking and shall be located nearest to the event concessions areas.
2. All primary access roads shall be kept clear from vehicle parking.
3. All parking spaces and access lanes shall be located so than any vehicle is able to enter or exit the event at any time.
4. Signs shall be clearly posted in order to direct traffic to and from designate parking areas.
5. Primary access roads shall be open for emergency service vehicles (police, ambulance, fire, etc.) at all times.

Explain how you will comply with this requirement, how many parking spaces will be provided and how many handicapped spaces with be proved.

L. Describe how to get to the site, (miles from nearest town, highway, etc.)

**Please attach any other plans, specifications or information as required by ordinance or guidelines
Attach vicinity map as outlined on the following page.**

SIGNATURE OF LANDOWNER, APPLICANT, AGENT

I am the landowner, authorized applicant and/or agent and hereby state that the foregoing information, and all information attached hereto, is true to the best of my knowledge.

Signature: _____ Date: _____

Vicinity Map

To include...

Access road

Venue entrances and exits

Designated parking area

Handicapped parking

Sanitary restroom locations

Drinking water locations

Camping areas

Vendor locations (if any)

Venue locations (example: bandstand)

First Aid station

Example of a Vicinity map

