



# Carroll County Department of Community Development

997 Newnan Rd  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

Date Received \_\_\_\_\_ Fee \$100

## APPLICATION FOR MASS GATHERING PERMIT

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Age: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

### EVENT INFORMATION:

Type of Event: \_\_\_\_\_  
Date and Time of Event: \_\_\_\_\_  
(including start and end times)  
Approximate number of guests: \_\_\_\_\_  
Type of entertainment: \_\_\_\_\_  
**Will alcohol be served?** Yes \_\_\_\_\_ No \_\_\_\_\_  
Will you have catering? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, does this caterer hold a Carroll County Beer and Wine License?  
Yes \_\_\_\_\_ No \_\_\_\_\_ License #: \_\_\_\_\_

### LOCATION INFORMATION:

Name of Venue or Address of Event: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
If not a registered venue, is there sufficient parking for all vehicles? Yes \_\_\_\_\_ No \_\_\_\_\_ (must be approved by S.O.)  
Provide parking and traffic control plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Are there restroom facilities? Yes \_\_\_\_\_ No \_\_\_\_\_ (must be approved by Environmental Health)  
Provide approved restroom plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person responsible for cleanup? \_\_\_\_\_ Phone #: \_\_\_\_\_

Will you have signage? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide photo or drawing of signage with size noted.

Fire Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Special Event Permits are limited to three (3) per calendar year in areas not zoned and licensed as Special Event Centers.*

**APPLICATIONS MUST BE RECEIVED AT LEAST 45 DAYS PRIOR TO EVENT**

Revision date: 03-12-2020



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## AFFIDAVIT FOR A SPECIAL EVENT PERMIT

\_\_\_\_\_, [PRINT NAME] personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a **SPECIAL EVENT PERMIT** under the ordinances of Carroll County.

*The information contained within the application attached hereto and filed in the Carroll County Department of Community Development consist of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.*

### FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

Personal \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address.

Entity: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notary

Sworn to and subscribed before me on this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Seal:



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**PARCEL INFORMATION SHEET**  
**APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**  
To be filled out by Map Room Personnel in Room #414

DEPARTMENT STAFF/MAP ROOM OFFICIAL:			
MAP:		LAND LOT:	
PARCEL:		DISTRICT:	
CURRENT PROPERTY OWNER:			
PROPERTY OWNER AS OF JANUARY 1 <sup>ST</sup> :			
APPLICANT (IF DIFFERENT FROM OWNER):			
PROJECT ADDRESS:			
CITY:			
TELEPHONE NUMBER:			
SUBDIVISION:		LOT #:	
ACREAGE:		PARCEL SPLIT FROM:	
<b>CURRENT ZONING CLASSIFICATION</b>			
<i>REQUIRED SETBACKS</i>		FRONT	
		SIDE	
		REAR	
<b>CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST</b> <input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification  Signature of County Planner or Designee: _____ Date: _____ Comments: _____			
CDP COMPLIANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of CDP Administrator or Designee: _____ Date: _____ Comments: _____	
PLAT APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of County Engineer or Designee: _____ Date: _____ Comments: _____	
<u>APPROVED FOR NEW ADDRESS</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of County Planner or Designee: _____ Date: _____ Comments: _____	

**CARROLL COUNTY  
MASS GATHERING APPLICATION CHECKLIST**

Event Name: \_\_\_\_\_ Applicant/Promoter: \_\_\_\_\_

Date received: \_\_\_\_\_ Number of copies received: \_\_\_\_\_

- ☐ Applicant's name and address
- ☐ Promoter's name and address
- ☐ Name and address of the owner of the property on which the mass gathering will be held
- ☐ A copy of the agreement between the promoter and the property owner
- ☐ The location of the owner of the property on which the mass gathering will be held
- ☐ The dates and times that the mass gathering will be held (starting and ending time each day)
- ☐ The name and address of each performer and agent who has agreed to appear at the mass gathering
- ☐ A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the mass gathering
- ☐ A description of all preparations being made to provide traffic control, to ensure that the mass gathering will be conducted in an orderly manner, and to protect the physical safety of the persons who attend the mass gathering
- ☐ A description of the preparations made to supervise minors who may attend the mass gatherings
- ☐ The maximum number of persons the promoter will allow to attend the mass gathering and provide a plan for limiting attendance, including methods of entering the area, number and location of ticket booths and entrances, and provisions for keeping non-ticket holders out of the area.
- ☐ A statement verifying that all construction and installation of facilities as required will be completed at least 24 hours prior to the commencement of the event
- ☐ A statement from local fire and law enforcement authorities having jurisdiction over the area acknowledging that the authorities can supply adequate security, traffic control, and law enforcement for the proposed gathering

PLEASE ENSURE THAT YOU HAVE READ THE MASS GATHERING ORDINANCE CHAPTER 60  
of THE CARROLL COUNTY, GEORGIA CODE OF ORDINANCES