



## Special Events Application

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Wilmington is happy to assist organizations and groups in providing quality events. To do such, we require completion of the attached application.

This application is for all temporary street closure requests taking place on public property, or requests for temporary uses under Section 18-340 of the City's Land Development Code throughout the City of Wilmington (see code at [www.wilmingtonnc.gov](http://www.wilmingtonnc.gov)). This application is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to public health, safety or welfare.

The City charges a \$35 fee for events on public property, with or without a temporary street closure, which includes two (2) barricades – additional barricades can be provided at a cost of \$10 each. For temporary uses under Section 18-340 that impact public rights-of-way, the City, at its discretion, may require the use of barricades by the event holder at the same cost of \$10 each. In addition, the City requires fees for certain services listed in this application that may be needed for an event, as these associated costs are not anticipated and budgeted by the City. Please review the entire application and complete it as accurately as possible to aid us in expediting your application.

The following synopsis of the temporary street closing permitting and/or notification process, as attached, takes place once your application is received:

- Applications should be sent to City of Wilmington, Downtown Services, 305 Chestnut Street, 2<sup>nd</sup> Floor, Wilmington, NC, or faxed to 341-7802 at least 30 days in advance of the event.
- Upon receipt, copies of the request will be sent to all City departments affected and certain outside organizations and businesses via email (request is subject to **North Carolina Public Records Law, G.S. §132-1.**)
- If there are no concerns, Downtown Services will send the Event Applicant a copy of the signature page listing the event at the bottom of the page. The applicant is required to canvass the signature page to all businesses and residents within a full block, in each direction of the temporary street closure and planned activity indicating that the business or resident was made aware and indicating whether they have, or do not have, objection to the temporary street closure. Canvassing requirement may be increased beyond a block based on size and/or impact of event at the determination of City staff.
- Each business and resident has three to five (5) days to object to the temporary street closure request.
- A business proprietor or merchant will not be granted a permit to close a street immediately around or in front of the location of his/her business.
- Reasons for rejection will be discussed with applicant via email or letter.
- Upon City acceptance, permit will be issued after the signature page has been completed and the fees have been collected. The Event Applicant may pick up permit at 305 Chestnut Street, 2<sup>nd</sup> Floor or may make other arrangements for obtaining a permit with the Downtown Services Office at 305 Chestnut St, 2<sup>nd</sup> Floor.

**Applications should be received no later than 30 days prior to event**

**SPECIAL EVENT APPLICATION**

**Date of Application:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant Status:**

- Wilmington residential or community group     Government Agency
- Not-for-profit     For profit federal Tax ID: \_\_\_\_\_
- Collaborative event (two or more organizations working together)
- Private Citizen (9 pm time limit)

**Event Title:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Rain Date:** \_\_\_\_\_

**Time of event:** \_\_\_\_\_

**Set up time:** \_\_\_\_\_ **Break down time:** \_\_\_\_\_

**Clean up/Trash Removal plan:** \_\_\_\_\_

**Purpose of Event:**

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> First Amendment Rally | <input type="checkbox"/> Festival    | <input type="checkbox"/> Memorial                      |
| <input type="checkbox"/> Block Party           | <input type="checkbox"/> Fund Raiser | <input type="checkbox"/> Informal March (attach route) |
| <input type="checkbox"/> Parade                | <input type="checkbox"/> Education   | <input type="checkbox"/> Private Function              |

Other, specify: \_\_\_\_\_

- Event status:**  Open to the public     Admission/Donations requested  
 Not open to public     Registration fee required

**Have you held this event in previous years?**  Yes  No

**Approximate # of participants:** \_\_\_\_\_ **Estimated Audience:** \_\_\_\_\_

**Approximate # of event staff:** \_\_\_\_\_

**Location and/or route of event (attach map and emergency plan of action):**

Describe event activities, entertainment & participants, including VIP's. Attach extra pages if needed: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Will streets need to be temporarily closed for this event?**  Yes  No

What streets will be closed and the duration of temporary closure? (please be specific - example: Willard Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets) \_\_\_\_\_  
 \_\_\_\_\_

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Number of barricades needed \_\_\_\_ (Initial \$35 temporary street closure fee includes two barricades)

Location for the barricades to be dropped off/picked up (must be the same): \_\_\_\_\_

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*NOTE: Barricades must be returned in same condition as they were issued. Repair or replacement cost (\$60 check/ credit card each) for barricades will be charged to the above listed contact person.*

**The following items will require an additional fee from applicant for use of Services.**

**Please check below all items that apply to your event:**

- Selling products/concessions; contact Licensing Office 341-7825
- Using City power outlets (outside of Riverfront Park) \$125/day
- Closing streets/use of barricades (\$35 inclds two barricades; additional ones are \$10 each).
- The City requires an event coordinator to attach a site map demonstrating event activities and an emergency plan of action for temporary street closures.
- The City reserves the right to require the presence of police officer(s) at any event subject to the conditions in the attached **Temporary Street Closing Permitting and Notification Procedure, Section J**. The applicant will be required to comply with the Police Department contract for such officer(s). Contact Katrina Scott at 910-343-4761.
- Having fireworks; street fair or large outside public assemblage event contact City Fire Dept. 343-0696(see attached copies of WFD permits)

**The following services are not provided by the City.**

Please contact appropriate organizations for assistance.

- Using hydrants; contact Cape Fear Public Utilities – Sweeney Water Treatment Plant 332-6739
- Using port-o-lets; NHC Health Dept. requires 1/100ppl 798-6667
- Trash & Clean up (responsibility of the event coordinator to locate contractor for trash and clean up services) City reserves the right to require a refundable event fee of \$200 as it is the responsibility of the event coordinator to restore the site to its original condition.
- Having food vendors; contact NHC Health Dept. 798-6667

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Temporary Street Closing Permitting and Notification Procedure***

1. All temporary street closure applications must comply with the provisions of Sec. 11-9 of the Wilmington City Code.
2. A completed event application shall be submitted to the City Downtown Services Office for review at a minimum of 30 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official signature page. When the sign-off sheet is returned and fees are collected, a permit on City letterhead will be issued at least seven (7) business days before the proposed temporary street closure date.
3. The applicant is required to canvass the signature page to all businesses and residents within a full block, in each direction, of the planned activity to create awareness and collect signatures indicating that business was made aware and have no objection, or object, to the temporary street closure (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that business tenants and residents on upper floors receive the same notification and consideration as street-level tenants. Each recipient will sign or initial that they have been made aware and will check whether they approve or disapprove. The applicant will submit the original sign-off form to the City's Downtown Services Office. Incomplete sign-off sheets will not be accepted by the City Downtown Services Office, and may be grounds for denying permits. If the business owner or resident is unavailable, event coordinator must leave behind information about the proposed event (date & time and which streets will be closed) with a contact number for Downtown Services staff.
4. Businesses shall have five (5) business days in which to notify the City of any concerns or objections in reference to the proposed temporary street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business and applicant.
5. The Downtown Business Districts welcome events but have special business needs in reference to vehicular and pedestrian traffic and parking, particularly during special shopping and sales seasons. In order to facilitate a positive relationship between downtown businesses and downtown event planners, special guidelines have been established for temporary street closures in this area.

#### ***Restrictions***

- A. Absent of compelling circumstances, a minimum of three blocks separation must be maintained between any two temporary street closure locations occurring at the same date.
- B. No more than two permits shall be issued within any downtown business district or residential neighborhood for any given date.
- C. Any group/organization requesting to temporarily close a street in the downtown business districts (CBD) (see above description) should provide the city with insurance policy naming the city as a rider and may be required to hire one police officer per intersection.
- D. Holiday weekends may be reason for denial: i.e. the weekend after Thanksgiving is a strong weekend for retailers and thus a temporary street closure may be denied.
- F. Applicant is responsible to clean, clear, repair or pay to repair damage to surrounding properties resulting from event attendees.
- G. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within City limits. Should evacuation of a street, neighborhood, or district be deemed necessary by fire, police, or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the State of Emergency proclamation has been lifted.



H. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's health, safety or welfare.

I. The City reserves the right to cancel temporary street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.

J. The City reserves the right to require the presence of public safety officer(s) at any event requiring an ABC Permit, requesting a temporary street closure, on public property and/or any event, whether on public or private property, whose projected attendance size is deemed by the City to impact public health, safety or welfare. The applicant will be required to comply with City Police Department contract for such officer(s). Additionally, the City reserves the right to require temporary closure of a street(s) for any event that the City deems necessary to ensure public safety for vehicular traffic and/or pedestrians. Said temporary closure shall carry the same costs to the organizer as if the organizer requested the closure.

K. Wilmington City Ordinance Chapter 12-22 states: No person (or Vendor) shall cause or allow the discharge, disposal, pouring, or pumping of any liquid, solid, gas, or other substance, other than stormwater, clean potable water or flows from emergency fire or rescue operations, directly or indirectly to any storm drain or directly into surface water. **No cleaning of equipment that may cause the discharging of wastewater into the ground, streets or sidewalks, or storm drains is permitted. Violations can be subject to fines of \$10,000.00 per occurrence depending on severity.**

Temporary street closures in the Downtown Business Districts should adhere to the following guidelines:

- A completed application for temporary street closure Permit shall be submitted to the Downtown Services Office for review as far in advance as the year permits (at least 60 days). For large events, i.e. Riverfest, Azalea Festival, the Downtown Services Specialist will facilitate a City Services logistics meeting between City staff (including solid waste, traffic, parking, fire and safety officials) and event organizers to work out logistics and to address questions and concerns. During the meeting, the event organizers will be asked to present a map of event plans.
- In the case of large events, a list of streets that will be closed, maps, etc., should be advertised by the event organizer targeting all affected downtown businesses and residents (or managers) via downtown business organizations' newsletters and other communication channels.
- Event organizers will obtain signatures from businesses and residents that will be impacted by the temporary street closure (within a full block in each direction of the planned activity (minimum, more may be required where traffic flow and parking are heavily impacted), no less than 30 business days prior to the planned activity.
- Businesses shall have five (5) business days in which to notify the City of any concerns or objections in reference to the proposed event.
- A business proprietor or merchant will not be granted a permit to close a street immediately around the location of his/her business.
- Downtown Services shall attempt to resolve concerns or objections reported in consultation with the business and event organizers.
- In case of inclement weather or emergency situations, exceptions to these time frames may be considered.



**Downtown Business Districts Defined:**

There are two distinct business districts in Wilmington's Downtown area. They are the Central Business District, which includes the North Fourth Street area, and the Castle Street Business District. They are defined as follows:

-- Central Business District: Between Nixon and Chestnut streets, it is bounded by the river on the west and between 4th and 5th Streets on the east. Between Chestnut and Market streets, it is bounded by the river on the west, and 4th St. on the east. Between Market and Dock Streets, it is bounded by the river on the west and Third Street on the East. Between Dock and Orange Streets, it is bounded by the river on the West and Second Street on the east. Between Orange and Ann Streets, it is bounded by the river on the west and Front St. on the East. Between Ann and Nun Streets, it consists of the businesses along both sides of Water Street inside Chandler's Wharf.

-- Castle Street Business District: The Castle Street corridor from the river to Wrightsville Avenue and is bounded by Dawson Street on the south and Nun Street on the north.

Where residential areas exist within these boundaries, the same rules that apply to residential temporary street closures must be followed. This determination will be made on a case by case basis.