



# City of Roanoke Rapids Planning & Development Department

P. O. Box 38, 1040 Roanoke Avenue  
Roanoke Rapids, NC 27870  
Phone 252-533-2844 Fax 252-533-2870  
[www.roanokerapidsnc.com](http://www.roanokerapidsnc.com)

## PETITION FOR TEMPORARY USE/SPECIAL EVENT

DATE: \_\_\_\_\_

### PETITIONER INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

### TEMPORARY USE/EVENT INFORMATION:

DATE(S) OF TEMPORARY USE/EVENT: \_\_\_\_\_ TIME(S): \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

SITE OWNER: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_

### TYPE OF TEMPORARY USE/SPECIAL EVENT REQUESTED:

- \_\_\_\_\_ Circus/Carnival
- \_\_\_\_\_ Fair
- \_\_\_\_\_ Concert
- \_\_\_\_\_ Evangelistic/Religious Congregation
- \_\_\_\_\_ Outdoor Bazaar/Cookout (conducted by church or non-profit organization)
- \_\_\_\_\_ Open Lot Sales of Farm Produce
- \_\_\_\_\_ Open Lot Sales of Christmas Trees
- \_\_\_\_\_ Special Sale/Flea Market in Commercial/Industrial District (i.e. occasional sidewalk/parking lot sale/firework sale)
- \_\_\_\_\_ Special Fund Raising Sales for Non-Profit Organizations
- \_\_\_\_\_ Contractor's Office/Construction Trailer
- \_\_\_\_\_ Real Estate Sales Office
- \_\_\_\_\_ Relocation of Manufactured Home, RV or Travel Trailer for displacees (resulting from natural/manmade disaster or neighborhood redevelopment project)
- \_\_\_\_\_ Public Dance
- \_\_\_\_\_ Other

### PETITIONER IS REQUIRED TO SUBMIT THE FOLLOWING ITEMS:

1. Letter of Intent (use, location, duration, source of water and sewer, solid waste management plan, owner, operator, etc.).
2. Application Fee of **\$35.00** with the following exception:  
Application Fee of **\$250.00** for events designed to attract 5,000 or more spectators or participants.
3. Sketch Plan Layout to scale, including parking traffic plan.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

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\_\_\_\_\_  
Land Use Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Zone

\_\_\_\_\_  
Receipt No.

The Planning Department must receive the completed application one (1) week prior to the scheduled event/use. Appropriate City Officials and their representatives shall review this application. The applicant may obtain a Certificate of Zoning Compliance when conditions relative to this petition are met. The recourse following a decision by the City is an appeal to the Board of Adjustment.

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ISSUANCE OF THE PERMIT SHALL BE CONDITIONED UPON SECTION 151-162 OF THE LAND USE ORDINANCE:

1. The hours of operation allowed shall be compatible with the uses adjacent to the activity.
2. The amount of noise generated shall not disrupt the activities of adjacent land uses.
3. The applicants shall guarantee that all litter generated by the special event be removed at no expense to the City.
4.
  - a. The permit shall not be granted unless the parking generated by the event/use can be accommodated.
  - b. In cases where it is deemed necessary, the permit issuing authority may require the applicant to post a bond to ensure compliance with the conditions of the permit.
  - c. If the applicant requests the City to provide extraordinary services or equipment to protect the public health or safety, the applicant shall be required to pay the City a fee sufficient to reimburse the City for the costs of these services.