



**SPECIAL INFORMATION AND CONDITIONS FOR RECEIVING A SPECIAL EVENT PERMIT**

<b>Event Name:</b>	
<b>Event Date(s):</b>	

**Definition of A Special Event:**

- a. Any event regulated by City Ordinance, State or Federal Law and/or
- b. City staff or services are required and/or
- c. Any type of activity that would require the obstruction of a street and/or of any City facility.

**The purpose of this permit application is to:**

- a. Review and approve events
- b. Assign needed City staff and equipment
- c. Track use of City street, sidewalks, and other infrastructure
- d. Track and maintain a database of events citywide

**Event Advertisement:** Do not announce, advertise or promote your event until you have completed and submitted this application and you have received written preliminary approval from the City of Kannapolis.

**Event Notification:** Applicants are required to notify private property owners affected by the event between 30 days and 15 days before the event. A copy of the residential or business notification forms should be given to every resident or business affected by your event.

**Illegal Conduct:** Illegal conduct by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

**Tobacco Use and Smoking:** City facilities are a smoke-free environment. Smoking and vapor is prohibited in/on City property.

**Attendance:** Applicant must make best efforts to count attendees at the event, and to provide such information to the City within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes.

**Event Signs:** During your event, no signs, banners, posters or other advertisements may be affixed to trees, buildings or street fixtures. Event banners advertising your event may be placed up to seven days in advance, with permission on city right of ways.

**Street/Event Area Conditions:** No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 24 hours of the end of the event.

**Parking:** On-site event parking is allowed in designated areas only. The Fire Department requires that all entrances, exits and fire lanes be maintained; access to fire hydrants cannot be obstructed. A complete traffic plan (*with parking and shuttle information*) must be submitted. Events held on private property should provide parking in private parking areas. It is the responsibility of the applicant to install proper signage to ensure public parking spaces are open during the event. The City of Kannapolis is not responsible for the towing of vehicles from these reserved spaces on private property

**Police:** The Special Events Committee, in consultation with the Kannapolis Police Department, shall determine the number of police officers required to appropriately manage street closures and for internal security, as well



as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per police officer assigned to the event. These fees are due one (1) week before the event.

**Fire and EMS:** The Special Events Committee, in consultation with the Kannapolis Fire Department will determine the number of Emergency Medical Personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per staff/officer assigned to the event. These fees are due one (1) week before the event.

**Parks:** If applicable, the Special Events Committee, in consultation with the Parks and Recreation Department will determine the number of additional personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$15.00 per hour per staff/officer assigned to the event. These fees are due one (1) week before the event.

**Street Closure Equipment:** The Special Events Committee, in consultation with the Kannapolis Public Works Department, shall determine the need for traffic control equipment to appropriately manage street closures. Applicants will be notified of the recommended controls. The applicant will be required to rent the equipment at the rate of \$175.00 per event. These fees are due one (1) week before the event.

**Limitations on Events within Kannapolis' Downtown:** The following limitations apply to Special Events in the Downtown District and on West Avenue:

**Weekends:** During the Spring (April - June) or the Fall (August - November), there may be no more than two (2) Special Events on weekend days (including events occurring after 5PM) in total. Weekend days are defined as Friday, Saturday & Sunday. Special Events on Sundays cannot begin before 12:30 pm.

**Weekdays:** During the Spring or the Fall, there may be no more than two (2) Special Events on weekdays in total.  
**Limitation on Special Events on Consecutive Days:** No Special Events shall occur on back-to-back days, whether or not such events fall on weekends, weekdays, or both.

**Limitation on Special Events on Consecutive Weekends:** No Special Events shall occur on back-to-back weekends.

**The above-described limitations shall not apply to the following:**

Special Events occurring after 5PM on Weekdays.

Events Sponsored by the City of Kannapolis. Such events may include, but are not limited to: Jiggy with the Piggy, Kannapolis Christmas Parade, or the Memorial Day Event.

**Greenway Event Usage:** For events held on a Kannapolis Parks and Recreation maintained Greenway usage must be pre-approved by the Special Events Committee. Park personnel fees may apply.

**Insurance:** If an event is held on City Property or requires a street or sidewalk closure then Comprehensive General Public Liability Insurance is required: \$1, 000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Kannapolis as additionally insured. \*\*Certificate should be specifically worded: "The City of Kannapolis, its officers, employees, and agents are additionally insured". If alcohol is being served at the event, Liquor Liability is required to be included in the Certificate of Insurance. Proof of insurance is required at least 30-days before the event.



**Current Special Events Permit Fee Schedule:** Fees for special events and neighborhood block parties will utilize the below fee schedule. Permit fees are non-refundable and are subject to change.

Parade, Walk, or Run:		\$125
General Events such as	Non-profit without Sales:	\$100
Festival/Exhibition Shows:	For-profit Organizations:	\$200
Neighborhood Block Parties:		\$50
Film & Photography	Commercial Film Makers	\$200 per day

*\* Fees are not applicable if the event is contained to private property and requires no City resources.*  
*\* Checks should be made payable to the City of Kannapolis*

**Deadlines and Fees:** Applications are due A MINIMUM of 30 days prior to an event. An application is not considered a complete application until both the application form and the application’s fee has been received. Permit fees are collected upon an event’s approval and are refundable up to 15 days prior to the event. There is no reimbursement of permit fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event permits if the event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Special Events Committee.

**Definitions - Parades, Runs, and Walks** are organized activities following a set course that involve full or partial closure of City streets, sidewalks, or greenways.

**Definitions - General Events** are organized activities that have a stationary footprint requiring the closure of streets or public squares or plazas, often involving amplified noise, food, beverage, merchandise, or other entertainment. Examples include festivals, markets, and ceremonies.

**Definitions - Neighborhood Block Parties** are small-scale organized activities that close local-service residential streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests.

**Definitions - Film & Photography** covers any film or photography produced on City property for commercial purposes.

**Limitations on Races and Walk Events**

To manage the impacts to traffic flow and access to local neighborhoods, the following limitations have been placed on all races and walks hosted within the City:

- Only official Run Kannapolis Series races may be held in high-impact areas of the City, including downtown.
- The total number of other races hosted within the City will be extremely limited and will be reviewed on a case-by-case basis.
- Races and walks that impact the same geographic area cannot be held on the same or consecutive weekends.
- City-wide, there can be no more than one race or walk per weekend.

**Special Events Committee:** The committee will be overseen by the City Manager and is comprised of personnel from each department; including but not limited to the City Manager’s Office, General Services, Fire, Police, Parks & Recreation, and Public Works. Other entities may be represented on an as needed basis.

**Application Appendix:** The attached appendixes should be used as a guide to what information or regulations are to be complied with. Additional information may be requested or required to complete the approval process.



## SPECIAL EVENT PERMIT APPLICATION

Application # \_\_\_\_\_ (to be assigned by staff)

### I. GENERAL INFORMATION

<b>Type of Event</b> (please check all that apply) (Please see Appendix A, B, and C)				
<input type="checkbox"/>	Demonstration	<input type="checkbox"/>	Walk/Bike/Run	<input type="checkbox"/>
<input type="checkbox"/>	Festival	<input type="checkbox"/>	Protest	<input type="checkbox"/>
<input type="checkbox"/>	Trail/Greenway Event	<input type="checkbox"/>	Food Vendor	<input type="checkbox"/>
<input type="checkbox"/>	Photography	<input type="checkbox"/>	Commercial Filming	
				Outdoor Market
				Picketing
				Athletic Event
				Itinerant Merchant
Other (describe):				

<b>Event Name:</b>		<b>Event Location:</b>		
<b>Event Date(s):</b>		<b>Inclement Weather Date(s):</b>		
<b>Event Start Time:</b>		<b>Event End Time:</b>		
<b>Set-Up/Load-In</b> (date/time) :				
<b>Dismantle/Load-Out</b> (date/time) :				
<b>Description of Event</b> (Please briefly describe the event):				
<b>Purpose of Event:</b>			<b>Target Market:</b>	
<b>Will this event require street/sidewalk closures:</b>		<input type="checkbox"/> No	<input type="checkbox"/> Yes (If YES, please see Appendix A, B, and C)	
<b>Estimated Daily Attendance:</b>				
<b>Is the event private</b> (invite only) or open to the public?			<input type="checkbox"/> Private	<input type="checkbox"/> Public
<b>Is pre-registration/registration required</b> (regardless public or private)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Event Website/Twitter/Facebook:</b>				

### II. APPLICANT AND ORGANIZATION INFORMATION

<b>Organization Name:</b>				
<b>Status:</b>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Charitable	<input type="checkbox"/> For-Profit	<input type="checkbox"/> Individual
<b>IF Non-Profit:</b>	<input type="checkbox"/> 501(C)3	<input type="checkbox"/> 501(C)6	<input type="checkbox"/> Religious	<i>Fed. 501C Letter MUST accompany application</i>

<b>Applicant Name:</b>		<b>Title:</b>		
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Mobile Phone:</b>		<b>Email:</b>		
<b>Day of Event Contact:</b> (Provide information for a contact person who will be on-site during the event)				
<b>Name:</b>			<b>Title:</b>	
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Mobile Phone:</b>		<b>Email:</b>		

**III. EVENT DETAILS**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Is this an annual event?</b>								
						<ul style="list-style-type: none"> <li>What years have the event taken place?</li> </ul>								
						<ul style="list-style-type: none"> <li>Have any changes been made from previous years?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>				
						<ul style="list-style-type: none"> <li>If YES, please describe these changes.</li> </ul>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Will admission fees be charged to attend this event?</b>								
						<ul style="list-style-type: none"> <li>If YES, provide cost(s) of all tickets?</li> </ul>								
						<ul style="list-style-type: none"> <li>Who will benefit from the proceeds:           <ul style="list-style-type: none"> <li><i>Note: The NC gross receipts tax is 3% remitted to the State of NC</i></li> </ul> </li> </ul>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Does the event involve the sale or use of alcoholic beverages?</b>								
						If YES,								
						<ul style="list-style-type: none"> <li>Has the ABC permit been obtained?</li> </ul>					<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>
						<ul style="list-style-type: none"> <li>Where will alcohol be served?</li> </ul>								
						<ul style="list-style-type: none"> <li>What types of alcohol will be served?</li> </ul>								
						<ul style="list-style-type: none"> <li>Are police assigned to the event?</li> </ul>					<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>
						<ul style="list-style-type: none"> <li>What means will be used to prevent underage drinking?           <ul style="list-style-type: none"> <li><i>Note: A copy of the ABC permit is required before the event will be approved.</i></li> </ul> </li> </ul>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Does the event involve the sale of any non-food items?</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Does the event involve the sale of food or use of food vendors?</b>								
						<ul style="list-style-type: none"> <li>If YES, has the health department been notified?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>				
						<ul style="list-style-type: none"> <li><i>Note: A letter of acknowledgment from the Health Department must be submitted 30-days before the event.</i></li> <li><i>Note: If food is cooked or prepared on-site, please see Appendix F</i></li> <li><i>Note: If FOOD TRUCKS are scheduled to be present, please see Appendix F for more information</i></li> </ul>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Will fees be charged to vendors to participate in this event?</b>								
						<ul style="list-style-type: none"> <li>If YES, please provide fee schedule.</li> </ul>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Yes</b>	<b>No</b>	<b>Will there be amplified sound at your event?</b>								
						If YES,								
						<ul style="list-style-type: none"> <li>Type(s) of sound:</li> </ul>								
						<ul style="list-style-type: none"> <li># of stages:</li> </ul>								
						<ul style="list-style-type: none"> <li># of bands:</li> </ul>								
						<ul style="list-style-type: none"> <li>Production company:</li> </ul>								
<ul style="list-style-type: none"> <li><i>Note: Any live or loud music must end by 9:00 p.m. and will require an additional amplified sound permit, please see Appendix E</i></li> </ul>														



	<b>Yes</b>		<b>No</b>	<b>Will you provide portable toilets for the general public? (Min. 1 per 250 people)</b>
				If YES,
				<ul style="list-style-type: none"> <li>• How many traditional units:</li> </ul>
				<ul style="list-style-type: none"> <li>• How many handicapped units:</li> </ul>
				<ul style="list-style-type: none"> <li>• Location(s):</li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Will there be any tents, canopies, or temporary structures?</b>
				<ul style="list-style-type: none"> <li>○ <i>Note: If YES, please see Appendix G – ADDITIONAL FEES MAY APPLY</i></li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Does the event involve the use of pyrotechnics (fireworks, lasers, etc.)?</b>
				<ul style="list-style-type: none"> <li>○ <i>Note: If YES, please see Appendix H - ADDITIONAL FEES MAY APPLY</i></li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Will you require access to City of Kannapolis water for the event?</b>
				<ul style="list-style-type: none"> <li>• If YES, please explain.</li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Will you require electrical hookups for this event?</b>
				<ul style="list-style-type: none"> <li>• If YES, please explain.</li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Will you be using generators for this event?</b>
	<b>Yes</b>		<b>No</b>	<b>Will inflatable parade balloons be used for this event?</b>
				<ul style="list-style-type: none"> <li>• If YES, please details (size, number, etc.).</li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Will any amusements (carnival rides, moonwalks, bounce houses, dunk tanks, etc.) be used for this event?</b>
				If YES,
				Details:
				Vendor:
				Organizer responsible for all permitting:
				<ul style="list-style-type: none"> <li>• <i>Note: A letter of inspection from the Elevator &amp; Amusement Devise Bureau may be required prior to start of the event. - ADDITIONAL PERMIT FEES MAY APPLY FROM THE FIRE DEPARTMENT INSPECTION FEE</i></li> </ul>

**IV. MISCELLANEOUS QUESTIONS**

Trash and Recycling				
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Do you need Kannapolis to assist with these services?</li> </ul>
<b>Trash:</b>				
<b>Recycle:</b>				
<ul style="list-style-type: none"> <li>How many trash/recycling receptacles do you think you need?</li> <li><i>Recommendation: 1 receptacle per every food vendor and 1 receptacle per every 50 attendees.</i></li> <li><i>The City of Kannapolis can provide trash and recycling containers and bags.</i></li> <li><i>A charge of \$10.00 per cart will be applied for use of the 96 Gal Trash &amp; Recycle Carts</i></li> </ul>				
Parking				
<ul style="list-style-type: none"> <li>What is your event parking plan?</li> </ul>				
<ul style="list-style-type: none"> <li><i>Note: Parking &amp; buildings may be examined for ADA compliance. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.</i></li> </ul>				

Advertising				
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Will the event be marketed, promoted, or advertised?</li> </ul>
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Do you have an advertising budget?</li> </ul>
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Will there be live media coverage at your event?</li> </ul>
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Does the event have a media partner? If so, who?</li> </ul>
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>If applicable, would you give permission for your event to be published on the City's Special Events calendar; at the City's discretion?</li> </ul>
<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<ul style="list-style-type: none"> <li>Will any handouts/pamphlets, advertising material be handed out during the event?</li> </ul>
<ul style="list-style-type: none"> <li><i>Note: Include a copy of your advertisement flyer or any applicable materials with your application at submission.</i></li> </ul>				

**V. RUN/WALK/PARADE ROUTE CLOSURE REQUESTS**

- a. Fill out Appendix A, if you are applying for a Run/Walk/Parade Permit. The application must include a written turn by turn directions list.

**VI. STREET CLOSURE REQUEST**

- a. Fill out Appendix B, if you are requesting a street closure as part of your special event.

**VII. SIDEWALK CLOSURE REQUEST**

- a. Fill out Appendix C, if you are requesting ONLY a sidewalk closure as part of your special event.



- VIII. Responsible person designated above must ensure all activities comply with state and federal laws and City of Kannapolis Ordinances
- IX. Responsible person designated above must be physically present at the event for the duration and carry out the terms of the permit
- X. Permit may be revoked by any supervisory Kannapolis Police Department Officer upon non-compliance of the permit
- XI. You may place banners throughout the City at designated locations to publicize your event. Appendix I.

**The following documents MUST be attached to submitted applications.**

**Site Plan/Map of Event:** Attach a site plan of the entire event area. *This map should include street closures, vendor locations, port-a-john locations, stage & entertainment locations, and any other significant details.*

**Appendix K:** City of Kannapolis Release and Indemnity Agreement

**Binding Agreement:** I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Kannapolis rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

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

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:**

City of Kannapolis, Parks and Recreation Office  
Attn: Special Events Coordinator  
401 Laureate Way, Kannapolis, NC 28081  
Telephone: (704) 920-4343 Fax: (704) 920-7463  
Email: [Parks@KannapolisNC.gov](mailto:Parks@KannapolisNC.gov)





**APPENDIX A**  
**RUN, WALK, PARADE ROUTE DESCRIPTION**

Check here if this section is not applicable to your special event.

<b>Event Name:</b>
<b>Event Date:</b>
<b>Event Time (formation start):</b>
<b>Formation Area Location:</b>
<b>Starting Point:</b>
<b>Ending Point:</b>
<b>ROUTE (turn-by-turn description):</b>

**Route Map: (attach separately or mark formation location, starting and ending point; turn by turn diagram):**

**Route Ends:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX B**  
**STREET CLOSURE REQUEST FORM**

Check here if this section is not applicable to your special event.

<b>Event Name:</b>
<b>Event Date:</b>
<b>Event Start Time:</b>

<b>a.</b>	<b>Name of Street to be Closed:</b>
	<b>Total or Partial Lane Closure:</b>
	<b>Beginning Intersection Point:</b>
	<b>Ending Intersection Point:</b>
	<b>Beginning Time:</b>
	<b>Ending Time:</b>

<b>b.</b>	<b>Name of Street to be Closed:</b>
	<b>Total or Partial Lane Closure:</b>
	<b>Beginning Intersection Point:</b>
	<b>Ending Intersection Point:</b>
	<b>Beginning Time:</b>
	<b>Ending Time:</b>

<b>c.</b>	<b>Name of Street to be Closed:</b>
	<b>Total or Partial Lane Closure:</b>
	<b>Beginning Intersection Point:</b>
	<b>Ending Intersection Point:</b>
	<b>Beginning Time:</b>
	<b>Ending Time:</b>

**Street Closure Guidelines:**

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.
- Fire Lane: 10' Wide Fire-Lane must be maintained throughout all street closures.
- Vendors: All festival vendors should be contained within the street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout the closure.

By signing below, I understand and agree to the Street Closure Guidelines listed above. I also understand that the Police Supervisor assigned to my event has the final authority on any decision that needs to be made regarding any street closure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX C**  
**SIDEWALK CLOSURE REQUEST FORM**

Check here if this section is not applicable to your special event.

<b>Event Name:</b>
<b>Event Date:</b>
<b>Event Start Time:</b>

<b>Specific Street(s) the sidewalk(s) will be Closed:</b>
<b>Numbered Block of Street:</b>
<b>One or Both Sides of Street(s):</b>
<b>Beginning Intersection Point:</b>
<b>Ending Intersection Point:</b>
<b>Beginning Time:</b>
<b>Ending Time:</b>

**Sidewalk Closure Guidelines:**

- **Businesses on Sidewalk:** There CANNOT be any businesses along the proposed sidewalk closure that disapproves of closure.
- **Notification:** Applicant MUST notify all businesses and residencies affected by the sidewalk closure. Applicant should utilize the Notification Form.
- **Closure Times:** Sidewalks are only permitted to close and open according to times listed on the Special Event Permit.
- **Closure Equipment:** Sidewalk closure must be executed with Kannapolis Barricades and Equipment.
- **Closure Set-Up:** Sidewalk closure should be physically executed by the event permit holder.
- **Opposite Sidewalk:** Access to the sidewalk on the opposite side of the street must be maintained at all times during the event.
- **Vendors:** All festival vendors should be contained within the street closure, not on sidewalks.
- **Event Perimeter:** Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.

By signing below, I understand and agree to the Sidewalk Closure Guidelines listed above. I also understand that the City of Kannapolis Special Event Manager has the final authority on any decision that needs to be made regarding any sidewalk closure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX D**  
**Fire Protection/Medical Coverage**  
*ADDITIONAL FEES MAY APPLY*

Check here if this section is not applicable to your special event.
---

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Event Start Time:</b>	

The Kannapolis Fire Department’s primary goal is to provide rapid and reliable care of a high quality to anyone in Kannapolis requesting help through the 911 system. It is understood that many organizers of special events desire the presence of KFD at their event to provide for the safety of its attendees. Below are the criteria for the necessity of medical standby for KFD.

1. The Event is on a scale of anticipated attendance, where the number of people brings a significant “large population” to a single locale that could raise the probability of a need for Emergency Medical Attention. (500 or greater)
2. The Event is of a nature that unusual hazards exist or exist in quantity/scale that creates a potential hazard to those in attendance. In these instances, the public good of the audience may be better served by direct on-scene availability of Emergency Medical Coverage.
3. The Event location and activity is such that access to anyone requiring Emergency Medical Attention would be difficult and take longer than normal, due to the nature of the Special Event. (Roads closed or difficult access, communications difficulties, etc.)

If the need for Special Event Emergency Medical Services Coverage is not clearly addressed with these guidelines, consultation with the KFD Division Chief of Emergency Services is necessary. The City of Kannapolis reserves the right to require the host of a Special Event to provide Emergency Medical Services coverage for a given Special Event whenever that event may have a disproportionate impact on public safety in the city.

	<b>Yes</b>		<b>No</b>	<b>Is medical/fire coverage required or requested for this event?</b>
	<b>Unsure</b>			<ul style="list-style-type: none"> <li>○ <i>Note: If so, or if unsure, please contact the Kannapolis Fire Division Chief of Technical Services at 704-920-4260 or <a href="mailto:kbeard@kannapolisnc.gov">kbeard@kannapolisnc.gov</a>.</i></li> </ul>

The following requirements are to ensure the safety of the public as well as the operators outdoor of temporary food service assembly events. The Department endeavors to avoid requirements that involve unreasonable hardships or unnecessary inconvenience or inference with the normal use of cooking at assembly events but provide for life safety consistent with the public interest.

Any outdoor assembly event having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and restricted egress shall be reported to the Fire Department.

	<b>Yes</b>		<b>No</b>	<b>Does the event involve the preparation of food?</b>
				<ul style="list-style-type: none"> <li>○ <i>Note: If so, please complete the <a href="#">Outdoor Temporary Food Service Application, Appendix F.</a></i></li> </ul>

	<b>Yes</b>		<b>No</b>	<b>Does the event involve the use of a stage?</b>
				If so: What is the size of the stage (LxWxH)?
				Type of covering for the stage?
				Power supply?

*Attach a site drawing detailing locations and layout.*

If the event uses an existing building a fire inspection may be required before the event to ensure all safety concerns are addressed and that the use of occupancy is appropriate.

	<b>Yes</b>		<b>No</b>	<b>Does the event involve the use of existing building(s)?</b>
	<b>Unsure</b>			

A permit is required by the North Carolina International Fire Code, Chapter 24, for a tent having an area equal to or greater than 800 square feet and a canopy having an area equal to or greater than 1800 square feet. A tent is defined as a structure with sides, and a canopy is a structure without sides. All tents and canopies must be made of flame retardant material and have a label that states it is flame retardant.

	<b>Yes</b>		<b>No</b>	<b>Does the event involve the use of tent(s) or canopies(s)?</b>
				<ul style="list-style-type: none"> <li><i>Note: If so, please complete the Tent and Canopy Application, Appendix G. ADDITIONAL FEES MAY APPLY</i></li> </ul>

An approved display operator shall supervise all outdoor pyrotechnics displays in accordance with North Carolina Department of Insurance Regulations. For an operator to be considered for approval, they must complete and submit this application to the Kannapolis Fire Department at least 30 days before the event.

	<b>Yes</b>		<b>No</b>	<b>Does the event include the use of pyrotechnics?</b>
				<ul style="list-style-type: none"> <li><i>Note: If so, please complete the Outdoor Fire Works Display Operator's Application, Appendix H. ADDITIONAL FEES MAY APPLY</i></li> </ul>
	<b>Yes</b>		<b>No</b>	<b>Does the event include carnival rides?</b>
				<ul style="list-style-type: none"> <li><i>Note: include a site drawing detailing the overall layout and electrical plan for the event including an emergency evacuation plan and copies of any state/federal certificates. ADDITIONAL FEES MAY APPLY</i></li> </ul>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**APPENDIX E**  
**Sound Amplification Permit**  
*ADDITIONAL FEES MAY APPLY*

Check here if this section is not applicable to your special event.

**EVENT NAME:**

---

**TIME PERIOD FOR WHICH PERMIT IS REQUESTED**

This permit is requested for the following period and should be consistent with the City of Kannapolis Code Section 11-25.

Date: \_\_\_\_\_ From: \_\_\_\_\_ AM PM

Until: \_\_\_\_\_ AM PM

TOTAL NUMBER OF HOURS: \_\_\_\_\_

*Note: Permits may only be issued for events conducted between the hours of 9:00 AM and 9:00 PM, unless held at a place of public entertainment having a capacity of 1,000 or more persons.*

*Note: Permits for additional amplification are limited to 20 hours per year at public places of entertainment having a capacity of 1,000 or more persons, or ten (10) hours per year at any other location.*

**Event Contact Person:**

**Telephone No.:**

**Alternate Telephone No.:**

**PROPOSED ACTIVITY/NATURE OF EVENT:**

**Responsible Person:**  
*Provide the name of the person who will be in control of the sound amplification equipment and will assure that its use complies with the terms of the permit. The responsible person must be available at the site of the event during the entire time for which a permit has been issued.*

**LOCATION WHERE AMPLIFIED SOUND WILL ORIGINATE (street address or exact location, including City, State, & Zip Code):**

<b>IS THE LOCATION A PLACE OF PUBLIC ENTERTAINMENT?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	---------------------------------	--------------------------------

**IF YES, WHAT IS THE MAXIMUM CAPACITY (Number of Persons):**

<b>TYPE OF LOCATION WHERE THE AMPLIFIED SOUND WILL ORIGINATE</b>	Residential – Single Family <input type="checkbox"/>	Residential – Multi Family <input type="checkbox"/>	Business Property <input type="checkbox"/>	Church <input type="checkbox"/>	School <input type="checkbox"/>	Other <input type="checkbox"/>
--	---	--	---	------------------------------------	------------------------------------	-----------------------------------

<b>DISTANCE IN FEET TO NEAREST RESIDENTIALLY OCCUPIED PROPERTY:</b>		
<b>HAS A PERMIT FOR ADDITIONAL AMPLIFICATION BEEN ISSUED FOR THIS LOCATION WITHIN THE PAST TWELVE MONTHS?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>If YES, WHEN?</b>		

**Note: Applications for a permit for additional amplification must be submitted at least fifteen (15) days in advance of the planned use.**

<p><b>THE PROPOSED PERMIT MAY BE SUBJECT TO THE FOLLOWING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>a. Amplification may not create sounds registering more than 70dB(a) anywhere within the boundary line of the nearest residentially occupied property.</li> <li>b. The responsible person designated above must be available at the site for the entire duration of the permit period to control the sound amplification equipment and ensure compliance with the terms of the permit.</li> <li>c. This permit may be rescinded by any Kannapolis police officer upon a determination of non-compliance by the permit holder of any of the terms and conditions of the noise ordinance.</li> <li>d. ADDITIONAL PERMIT FEES MAY APPLY</li> </ul>
---

By signing below, I understand and agree to the Sound Amplification Guidelines listed above. I also understand that the City of Kannapolis Chief of Police along with Special Events Manager has the final authority on any decision that needs to be made regarding any sound amplification permit requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX E**

**Sound Amplification - Continued**

**CERTIFICATION OF APPLICANT:**

I hereby certify that the information contained in this application is complete, true and correct to the best of my knowledge and belief. A copy of the Noise Ordinance has been provided to me and I understand that I am responsible for compliance with its provisions.

I understand that upon the tentative approval of this application, I will be responsible for mailing or otherwise delivering to the occupants of each property within a **500-foot radius** of the location for which the permit has been granted, written notice stating the date, hours, and nature of the event. I understand that this notice must be delivered at least 72 hours in advance of the event.

**NO PERMIT WILL BE ISSUED UNTIL THE AFFIDAVIT OF MAILING OR DELIVERY IS SUBMITTED TO THE NOISE CONTROL OFFICER ALONG WITH THE \$25.00 PERMIT FEE (Non-Refundable)**

Signature of Applicant: \_\_\_\_\_

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

**POLICE USE ONLY BELOW THIS LINE**

**SUBMISSION & PROCESSING**

Application received on :	By:
Permit Fee received on:	By:
Attachment: Call history at proposed activity location within the past 12 months	
Attachment: Record of permits issued for the proposed location within the past 12 months	

**PERMIT DENIAL**

Notice of Application Denial:	Date:
Appeal for Exceptional Permit	Date:

**PERMIT APPROVAL**

Notice of Tentative Approval:	Date:
Affidavit of Mailing or Delivery of Notices Received:	Date:
Date of Permit Issuance:	Date:

**COMMENTS**






**APPENDIX E**  
**Sound Amplification – Continued**  
**AFFIDAVIT OF MAILING OR DELIVERY OF NOTICES**

**THE UNDERSIGNED**, first being duly sworn, deposes and says:

1. That this affidavit is made pursuant to the provisions of the City of Kannapolis Noise Ordinance Section 11-25(c)(2) to induce the Noise Control Officer to issue a Permit for Additional Amplified Sound.
2. That the undersigned or the undersigned's agents have mailed or delivered notice to all parties entitled to notice pursuant to the above referenced provision of the Kannapolis Noise Ordinance.
3. That a list of the street addresses of properties to which the required advance notice was mailed or delivered is attached hereto.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**AFFIANT:**

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

*Print or Type Name:* \_\_\_\_\_

Sworn to and subscribed before me  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**(SEAL)**

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



**APPENDIX E**  
**Sound Amplification Permit – Continued**  
**NOTICE OF APPLICATION TO OBTAIN A SOUND PERMIT**

**DATE OF NOTICE:** \_\_\_\_\_

Dear Sir or Madam:

1. This form is to notify you that the person listed below has applied to the City of Kannapolis for a sound amplification permit.
2. City Code requires that the applicant mail or otherwise deliver to the occupants of each property within a 500-foot radius of the facility where the sound will originate, a notice stating the nature, date, and hours of the proposed event.
3. This notice must be delivered at least seventy- two (72) hours prior to the event.
4. If you object to the issuance of the requested permit, please contact the Office of the Chief of Police at telephone (704) 920-4010.

<b>Applicant Name:</b>
<b>Location of Event:</b>
<b>Nature of Event:</b>
<b>Date of Event:</b>
<b>Hours of Event:</b>

Revised from: KPD-227



**APPENDIX F**

**Outdoor Temporary Food Service Application**

Check here if this section is not applicable to your special event.

*The following CITY OF KANNAPOLIS requirements are to insure the safety of the public as well as the operators outdoor of temporary food service assembly events. The City tries to avoid requirements that involve unreasonable hardships or unnecessary inconvenience or inference with the normal use of cooking at assembly events but provide for life safety consistent with the public interest.*

**A SEPARATE FORM SHOULD BE FILED WITH THE CABARRUS HEALTH ALLIANCE OR THE ROWAN COUNTY HEALTH DEPARTMENT (depending on county in which event is being held).**

*Any public assembly having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and restricted egress shall complete this application.*

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_ Event Name/Location: \_\_\_\_\_

Date and time site will be ready for inspection: \_\_\_\_\_

**CHECKLIST**

1. The site plan submitted before the move-in/set-up including locations of all vendors? ( ) Yes ( ) No
2. Booths constructed to permit adequate room for equipment, appliances, apparatus, supplies and other materials used in conjunction with the cooking operation? ( ) Yes ( ) No
3. All materials used in the construction/decoration of booth are flame retardant or have been treated with an approved flame retardant product to meet the requirements of the "Match Flame Test"? ( ) Yes ( ) No
4. Booths have a minimum of 6-ft. aisles on each side with a 3-ft. aisle in the rear and an exit way of not less than 36 inches? ( ) Yes ( ) No
5. Are cooking devices isolated from the public? (4 ft. or a barrier between the device and the public) ( ) Yes ( ) No
6. Booths MUST be inspected by Fire Department before lighting or igniting of any cooking device. ( ) Yes ( ) No
7. A fully charged and operable fire extinguisher approved for the specific hazard rating of the fuel shall be located in all cooking booths. It shall be conspicuously located and readily accessible for immediate use and must have a tag attached showing the maintenance or recharge date. ( ) Yes ( ) No



- 8. Adequate illumination will be provided from a source of reasonably ensured reliability for cooking operations when operating after dusk? ( ) Yes ( ) No
- 9. Extinguished ashes and coals shall be placed in an approved metal container with a tight-fitting lid and removed from the event site at the conclusion of the event? ( ) Yes ( ) No
- 10. LPG tanks will be secured and shall be equipped with a valve guard collar? ( ) Yes ( ) No
- 11. Electricity to the temporary food service operation will be from an approved reliable source such as public service connection or self - contained generator? ( ) Yes ( ) No
- 12. No trash or other combustible waste materials, which create or tend to create a fire hazard, will not accumulate in or around booths? ( ) Yes ( ) No
- 13. For events where booths are set in the street at the curb lane, the sidewalk to the rear of these booths will be kept free of storage and equipment? ( ) Yes ( ) No

Upon finding any violations of these requirements, which constitute a hazard to life and safety, the Fire Official shall cause the operation of the booth to be stopped.

By signing this application, I am stating that to the best of my knowledge all information provided is true, accurate and contains no deliberate omissions of important information relevant to the permit process. I understand that by signing this application I am assuming responsibility for the display listed in this permit application.

*I also acknowledge that I have contacted the Health Department and completed the appropriate forms, applications and have paid any associated fees to the that Department.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDIX F - CONTINUED**  
**Mobile Food Vending Application (Food Trucks)**

Check here if this section is not applicable to your special event.

<b>Event Name:</b>
<b>Event Date:</b>
<b>Event Start Time:</b>

The use of Mobile Food Trucks or Vendors at an event is subject to the following codes and ordinances directed by the City of Kannapolis Planning Department. Although it is the Food Truck’s responsibility to obtain a zoning permit for your event, it is ultimately the event organizer’s responsibility to ensure compliance. Below are the criteria for mobile food vending from the City of Kannapolis Unified Development Ordinance.

**5.38.1. APPLICABILITY** - The provisions of this Section shall apply to any mobile food vending as defined in Appendix A [of the UDO] and allowed in Table 4.6-1 (See Article 4 [of the UDO]) subject to the provisions below.

**5.38.2. Permit Requirement**

- 5.38.2.1.** A mobile food vendor, or the property owner on which mobile food vending will be placed shall obtain a zoning clearance permit. Permits must be posted in a visible location on the mobile food vending unit.
- 5.38.2.2.** The property owner will be issued a notice of violation if no permit has been issued for the location. However, the mobile food vendor will be cited if located on a property without property owner approval.
- 5.38.2.3.** A permit shall be valid for one calendar year and must be renewed on an annual basis.
- 5.38.2.4.** All applicable local and state regulations, including, but not limited to, Health Department, Environmental Health, and Environmental Protection, shall be met.

**5.38.3. Site Criteria**

- 5.38.3.1.** No mobile food vending unit shall be located within any required setback, sight distance triangle, or required buffer, nor shall any drive aisle, loading/service area, pedestrian walkway, emergency access, or fire lane be impeded.
- 5.38.3.2.** Trash receptacles must be provided by the property owner, or designee, for customers to dispose of food wrappers, food utensils, paper products, cans, bottles, food and other such waste. Such trash receptacles shall be located no more than 10 feet from the mobile food vending unit. The property owner, or designee, is responsible for removing all trash, litter, and refuse from the site at the end of each business day.
- 5.38.3.3.** No mobile food vending unit shall operate as a drive-thru service.
- 5.38.3.4.** In all districts where food trucks are allowed, the mobile food vending unit shall provide one (1) parking space per 250 square feet of the mobile food vending unit. Mobile food vending units located in the Center City (CC) district are exempt from this regulation. [Reference Ordinance to Establish Downtown Private Use Zones. 9.33.7]
- 5.38.3.5.** Any sidewalk encroachment shall require permit approval from the Public Works Department.
- 5.38.3.6.** Mobile food vending units are required to return to their associated commissary at the end of each business day.
- 5.38.3.7.** These restrictions shall not be applicable to special events recognized by the City where mobile food vending is permitted or non-profit events of five (5) days or less.

**The Ordinance to Establish Downtown Private Use Zones States:**

**9.33.7** - Mobile Food Vending, Vending Units, Mobile Carts and Food Trucks shall be permitted in Downtown in Secondary Private Use Zones when exclusively related to an associated Establishment subject to the provisions of this ordinance. Notwithstanding the foregoing, these uses shall not be located beyond the boundaries of the Block where the associated Establishment is located. The City Manager or designee shall have the authority to waive this restriction in cases where the Purpose or Intent of this Ordinance is maintained.

**APPENDIX G**  
**Tent & Canopy Permit Application -**  
***ADDITIONAL FEES MAY APPLY***

**105.6.45 Temporary Membrane Structures and Tents (Mandatory Permit)**

An operational permit is required to operate an air-supported temporary membrane structure, or a temporary stage canopy having an area in excess of 400 square feet (37 m<sup>2</sup>), or a tent having an area in excess of 800 square feet (74 m<sup>2</sup>).

Exceptions:

Tents used exclusively for recreational camping purposes.

Tents open on all sides, which comply with all of the following:

Individual tents having a maximum size of 1800 square feet (167 m<sup>2</sup>).

The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 1800 square feet (167 m<sup>2</sup>) total.

A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

Funeral tents and curtains or extensions attached thereto, when used for funeral services.

**3103.2-** Tents and membrane structures shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

**3103.5-** A temporary tent, air-supported, air-inflated or tensioned membrane structure shall not be erected for a period of more than 180 consecutive days within a 12-month period on a single premises.

**3103.6-** A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

**3103.8.6-** An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.

**3103.12.6-** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress where the exit serves an occupant load of 50 or more.

**3103.12.6.1** Exit signs shall be either listed and labeled in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:

Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less.

Two separate sources of power, one of which shall be an approved emergency system, shall be provided where the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFPA 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

Exception: Exit signs are not required to be illuminated on tents open on all sides used exclusively during daylight hours.

**APPENDIX G -CONTINUED**  
**Tent & Canopy Permit Application -**  
***ADDITIONAL FEES MAY APPLY***

**3104.7-** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official.

**3104.11-** There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside membrane structures.

**3104.22-**The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises not less than once a day during the period the structure is occupied by the public.



**APPENDIX G -CONTINUED**  
**Tent & Canopy Permit Application -**  
*ADDITIONAL FEES MAY APPLY*

	Check here if this section is not applicable to your special event.
--	---

USER INFORMATION			
Business Name		Daytime Phone	
Business address		After Hours Phone	
		Fax	
City	State	Zip	
Email Address			
INSTALLER INFORMATION			
Business Name		Daytime Phone	
Business address		After Hours Phone	
		Fax	
City	State	Zip	
Email Address			
TENT OR CANOPY INSTALLATION LOCATION INFORMATION			
Business Name			
Business Address			
City	State	Zip	
Location on Property			
Is this tent/canopy application part of a City of Kannapolis, Special Events Application? <u>  </u> Y <u>  </u> N			
If yes, what is the event name and event date?			Date
What are the daily hours of operation for the tent?	AM/PM	to	AM/PM
INSTALLATION / USE / REMOVAL DATES	Start		End
Dates planned for Tent/Canopy <b>INSTALLATION</b> :		&	
Dates planned for Tent / Canopy <b>USE</b> :		&	
Dates planned for Tent / Canopy <b>REMOVAL</b> :		&	
Responsible Party (Please Print)			Title
OFFICE USE ONLY		Date	
Permit			
Permit Fee			
Reception No:			





**APPENDIX H**

**Outdoor Fire Works Display Operator’s Application –**  
**ADDITIONAL FEES MAY APPLY**

Check here if this section is not applicable to your special event.

*An approved display operator shall supervise all outdoor pyrotechnics displays in accordance with North Carolina Department of Insurance Regulations. For an operator to be considered for approval, they must complete and submit this application to the Kannapolis Fire Department at least 30 days before the event.*

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Have you performed requirements set forth by NC DOI Regulations about Pyrotechnics? ( ) Yes ( ) No

Proposed Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Operator Name: \_\_\_\_\_ Address: \_\_\_\_\_

Operator Phone Numbers: \_\_\_\_\_ Date and time site will be ready for inspection: \_\_\_\_\_

**FIREWORKS DISPLAY CHECKLIST**

1. Landowner where the event will take place: \_\_\_\_\_
2. Is landowner sponsoring event? ( ) Yes ( ) No Estimated size of audience: \_\_\_\_\_
3. Nearest distance between spectators and discharge area: \_\_\_\_\_
4. Number of assistants used for discharge/set-up? \_\_\_\_\_
5. Have operators/assistants completed the mandatory testing requirements? ( ) Yes ( ) No
6. Will there be assistants designated as spotters (NFPA 1123 Section? ( ) Yes ( ) No
7. What measures will be taken to insure safety in the event of hazardous weather conditions?  
\_\_\_\_\_
8. What means will be used to keep spectators a safe distance from the discharge area?  
\_\_\_\_\_
9. Amount of insurance coverage: \_\_\_\_\_ Insurance company name: \_\_\_\_\_
10. Describe how and when pyrotechnic devices will be brought to site and stored prior to display?  
\_\_\_\_\_



11. To the best of your knowledge, the permit holder, operator and assistants involved in the purchase, transport, storage, and use of the pyrotechnic devices has complied with all applicable state and federal laws about the pyrotechnics? ( ) Yes ( ) No

12. A list/inventory of the pyrotechnics devices to be used is attached? ( ) Yes ( ) No

13. A drawing or sketch of the event site is attached and includes the following? ( ) Yes ( ) No

- a. Location of the discharge site
- b. Storage location of the pyrotechnics during the event
- c. Location of spectator area
- d. Location of parking area
- e. Location of barriers to prevent spectators from entering the discharge site
- f. Location of buildings/structures/wooded areas/grass areas on site
- g. Location of overhead utilities such as power lines
- h. Location of Fire Department staging
- i. *Approximate distances between these items and the discharge site must be documented on the sketch.*

By signing this application I, \_\_\_\_\_ am stating that to the best of my knowledge all information provided is true, accurate and contains no deliberate omissions of important information relevant to the permit process. I understand that by signing this application I am assuming responsibility for the display listed in this permit application.

Applicant / Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX I**

**Banner & Sign in City Owned Right of Way**

Check here if this section is not applicable to your special event.

<b>Organization Name:</b>
<b>Contact Person:</b>
<b>Address:</b>
<b>Phone #:</b>
<b>Alternate Phone #:</b>
<b>Email Address:</b>

**Event Information**

<b>Event Name:</b>
<b>Date of Event:</b>
<b>UP Date:</b>
<b>Locations:</b>
<b>DOWN Date:</b>
<b>Brief Description of Event:</b>

**Guidelines**

- Banners/signs may be posted up to 7 days prior to your event.
- They must be removed within 24 hours of your event ending.
- Banners/signs cannot block the view of traffic from intersections.
- They cannot be larger than 32 square feet.
- You will be contacted regarding the status of your request.
- This approval is for the following intersections on city property:
  - North Underpass: corner of Jackson Park Rd. and Main St. – more toward the corner of Jackson Park & North East Ave.
  - South Underpass: corner of Earnhardt Rd. and Main St.
  - Village Park Corner: West C St. and Loop Rd.
  - Mooresville Road: Intersection of Mooresville Rd. and Kannapolis Pky.
- Any other location must have property owner approval

I understand and agree to abide by the guidelines set above. Signature: \_\_\_\_\_

\_\_\_\_\_  
To be completed by the Parks and Recreation Department

Date Approved/Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Authorized By: \_\_\_\_\_



**APPENDIX J**  
**Film and Photography Guidelines**

Check here if this section is not applicable to your special event.

<b>Event Name:</b>
<b>Event Date:</b>
<b>Event Start Time:</b>

The City of Kannapolis does not distinguish between types of filming, such as commercial, non-commercial, or news gathering. Low-impact filming activities will not require a special event permit, but non-low-impact filming activities will require a permit to address their potential impacts on City resources and services.

**Low-Impact Filming:** Low-impact filming is defined as outdoor filming activities in areas open to the public, except areas managed as wilderness, involving five people or less and equipment that will be carried at all times, except for small tripods used to hold cameras. Those participating in low-impact filming activities do not need a permit and are not required to contact the City in advance. However, if low-impact filmmakers have questions about areas where they want to film, they should contact the City.

If ALL of the below characteristics apply to your production, and your production takes place on public property, streets or sidewalks, your production will not require a permit.

- No disruption of day-to-day operations of community and other permitted activities
- Uninterrupted flow of pedestrian and vehicular traffic
- Production may not blockade any street, sidewalk, alleyway, or public park trail
- Minimal number of persons in cast and crew
- No exclusive use of City Property
- Produce no amplified sound or other prohibited noises as outlined in Kannapolis City Code
- Involves no disruptive or alarming special effects
- No lighting, or minimal lighting used
- Minimal camera equipment
- All production staff must follow all vehicular and pedestrian laws at all times

When on City property, videographers, filmmakers, producers, directors, news and other staff associated with filming are reminded that rules and regulations, including park hours and closed/restricted areas, still apply to filming activities even if a permit is not required. Check with the City staff for more information on closures, sensitive resources, and other safety tips.

**High-Impact Filming:** Filming activities that do not meet the description of low-impact filming require at least ten days advance notice to the City of Kannapolis by contacting us in writing by e-mail. The Communication Director will determine whether the filming activities will require a special event permit for filming. Based on the information provided, a permit may be required to:

- maintain public health and safety;
- close any public street;
- protect environmental or scenic values;
- protect natural or cultural resources;
- allow for equitable allocation or use of facilities; or
- avoid conflict among visitor use activities.

## APPENDIX J Film and Photography Guidelines (Continued)

In addition, commercial film or photography productions taking place on public streets or sidewalks that have any of the following characteristics will require a permit issued through the Special Events Application:

- Partial or full blockade of any street, sidewalk, alleyway, or public park trail
- Reserved use of City parks or other public spaces
- Road closures
- Amplified noise or other loud sounds prohibited by Raleigh City Code
- Requires the reservation of public parking spaces
- Production has a significant impact on the community's day-to-day operations
- Involves disruptive or alarming special effects, lighting, technical equipment, or props
- Requires infrastructure set-up on City property

### Other Commercial Filming Rules and Regulations

Application Deadline: 15 days to 90 days depending on the complexity of the request. The Special Events Office staff will attempt to accommodate late film requests whenever possible but reserves the right to deny any request if there is not sufficient time for processing.

Production organizations must keep their Special Event Permit accessible for the duration of all productions, must produce this permit upon request by any City official, and must abide by the conditions and permissions as outlined within the permit.

The on-site production contact listed on the permit must be accessible by cell phone for the entire duration of any film or photography shoot

Use of explosives, pyrotechnics, fire, smoke, gunfire (including blanks), weapons (including fake), speeding cars, sirens, public safety personnel actors, and similar special effects are prohibited unless specifically approved in writing by the City

Alteration to any City property, including removal or trimming of vegetation or the removal or relocation of City vehicles, equipment or infrastructure is prohibited unless specifically approved in writing by the City

Production vehicles may not block fire hydrants, fire lanes, or other emergency access points unless specifically approved in writing by the City

Production vehicles may not block driveways and other access points, and may not violate general posted parking restrictions, unless specifically approved in writing by the City and by the affected property owner if applicable

Lighting for filming must be oriented away from residences and may not be used between the hours of 11:00pm and 6:00am unless specifically approved in writing by the City

Production companies are responsible for cleaning and restoring the filming site and the surrounding environment to its original condition in a timely manner, and will be held responsible and billed accordingly for any damages made to City property

General Liability Insurance naming the City of Kannapolis as additional insured is required for any commercial filming activities on public property. Productions involving certain other elements may be subject to additional insurance requirements

**APPENDIX J**  
**Film and Photography Guidelines (Continued)**

Notification Policies: Production organizers are expected to work with the local community to accommodate access needs during the production. At least 72 hours in advance, production organizers must notify every resident, business, and places of learning and worship located within the immediate area of the production or in close enough proximity that they will be inconvenienced by the road closures, lights, traffic, parking, and/or noise impacts associated with the production activities. For extensive filming productions, additional notification requirements and deadlines may be imposed. The organizer can use any form of communication, provided that the notification covers all required components listed below:

- Name of Production
- Name of Production Organization
- Date and timeframe of filming production
- Description of associated road closures
- Description of any noise impacts or unusual special effects, such as a staged crime scene
- Name, phone number, and email address for on-site production organizer

**Private Property**

The City of Kannapolis does not regulate filming or photography on private property. However, any special equipment or effects (such as explosives, smoke, stunts, fight scenes, bright lighting, etc.) that are visible or audible from public streets or sidewalks should be communicated to the City of Kannapolis Communications Department as soon as possible.



**APPENDIX K**  
**CITY OF KANNAPOLIS RELEASE AND INDEMNITY AGREEMENT FOR:**

**Special Event/Date of Event:** \_\_\_\_\_

**Name of Person or Company (the “Undersigned”):** \_\_\_\_\_

WHEREAS, the Undersigned has asked to use property or facilities belonging to or under the auspices of the City of Kannapolis, North Carolina (the “City”), for the uses described above, and to engage in activities for the exclusive benefit of the Undersigned; and

WHEREAS, the Undersigned agrees to do so at their own risk and recognizes the possible and inherent danger to their person or property and the person and property of others resulting therefrom; and

WHEREAS, in consideration of allowing the Undersigned to conduct its activities on the City property, the City requires that the Undersigned accept liability for any damages arising from personal injury or property damage sustained from the activities of the Undersigned, which shall include action or inaction of the Undersigned, and that the Undersigned indemnify the City from any claims associated with said damages.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and for other good and valuable consideration that the parties agree they have received, the Undersigned does hereby for themselves, their heirs, executors, employers, successors or administrators, and their personal representatives:

- A. Assume full responsibility for any personal injury or any damage to their personal property which may occur, directly or indirectly, while in, on, or about any City premises or parts thereof;
- B. Fully and forever release and discharge the City, its elected officials, its agents and employees, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated, or unanticipated, relating to, resulting from, or arising out of the Undersigned being in, on, or about any such City of Kannapolis property, or at any or all of the premises or places aforesaid;
- C. Indemnify and hold harmless the City, its elected officials, its agents and employees, for any act or conduct of the Undersigned of whatever kind or nature whatsoever, while in, or about any such City property, or at any or all of the premises and places aforesaid;
- D. Agree to defend the City in and to pay any attorneys’ fees as a result of any action brought by or against the City, its agents and employees, for any acts or conduct of the Undersigned of whatever kind or nature whatsoever, while in, on, or about any such City property, or at any or all of the premises aforesaid.
- E. Agree that it is the intent of the Undersigned that this Release and Indemnity Agreement shall be in full force and effect any time after the Execution hereof until the Undersigned provides the City written notice of cancellation and the City provides the Undersigned written notice that the City received the cancellation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name (and Title, if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Witness (must know your signature and authority to enter into this Agreement)

\_\_\_\_\_  
Approved as to Form, City Attorney’s Office

***THIS DOCUMENT MUST BE SIGNED BY THE SOLE PROPRIETOR, A PRESIDENT OR VICE PRESIDENT OF THE CORPORATION, THE MANAGER OR MANAGING MEMBER OF THE LIMITED LIABILITY COMPANY, OR THE GENERAL PARTNER OF THE PARTNERSHIP.***