

Date Received:

LAND MANAGEMENT DIVISION



Type I Outdoor Assembly License Application

PUBLIC WORKS DEPARTMENT, 3050 N. DELTA HWY, EUGENE OR 97401 Planning: 682-3577

For Office Use Only. LICENSE #

FEE:

Name of Assembly

Date(s) of Assembly * Set up and Breakdown dates

*NOTE: this application must be received by Lane County a minimum of 60 days prior to the proposed date of the assembly)

Applicant / Event Organizer (print name):

Mailing address:

Phone: Email:

Through applying for this license, I authorize the Land Management Division, law enforcement, public health, fire control, and other appropriate public officers or officials to come onto the premises during the assembly and also during set up and break down times.

Applicant/ Event Organizer Signature:

Land Owner (print name):

Mailing address:

Phone: Email:

Through applying for this license, I authorize the Land Management Division, law enforcement, public health, fire control, and other appropriate public officers or officials to come onto the premises during the assembly and also during set up and break down times.

Land Owner Signature:

24 Emergency Contact Name: 24-Hour Phone #:

LOCATION OF THE ASSEMBLY

Township Range Section Taxlot(s) Subdivision/partition lot/parcel block

Site address

PROPOSAL: A request for issuance of a Type I Outdoor Assembly License per Lane Code Chapter 3.995

NOTICE: The Applicant is responsible for providing enough information in this application for staff to determine if the criteria are met.

GENERAL REQUIREMENTS (provide the following):

SITE PLAN A site plan must be included. Refer to the handout entitled “*How to Prepare Your Site Plan*” for specific site plan instructions. Identify nearby driveways on the site plan. Driveways spacing standards are contained in Lane Code 15.138. Include all information required by LC 3.995(8).

DESCRIBE THE ACCESS TO THE PROPERTY (circle the answer): Access to the homesite must comply with the Lane Code Chapter 15.

State Hwy County Rd Public Rd Private Easement/Private Road (submit a copy)

Road name: _____

PEAK ANTICIPATED ATTENDANCE _____

AVERAGE ANTICIPATED DAILY ATTENDANCE _____

HOURS OF OPERATION _____

DESCRIPTION OF THE EVENT:

WILL SOUND AMPLIFICATION BE USED? ____ Yes ____ No

WILL ALCOHOL BE SERVED OR ALLOWED ONSITE AT THE ASSEMBLY? ____ Yes ____ No

APPROVAL CRITERIA (attach the following):

_____ **A traffic management plan as required by LC 3.995(12)(a)**

_____ **A detailed narrative describing how the public health requirements listed LC 3.995(12)(b) will be addressed**

_____ **A statement explaining how compliance with applicable Oregon Liquor Control Commission regulations will be met if alcohol service is proposed**

_____ **A detailed narrative describing how the fire protection measures listed in LC 3.995(12)(d) will be addressed**

_____ **A detailed narrative describing how the public safety measures of LC 3.995 (12)(e) will be addressed**

_____ **A statement explaining measures that will be taken to ensure compliance with the County’s prohibited noise regulations contained in Lane Code 5.600**

FOR STAFF USE ONLY

This license is _____ **Approved** _____ **Denied**

____ **Staff has attached conditions to this approved license (when checked).**

_____	_____
Staff	Date