

Applicant guide to
MUSIC FESTIVAL PERMIT

WHEN IS A MUSIC FESTIVAL PERMIT REQUIRED?

If you are proposing any gathering of 200 or more persons at which live and/or recorded music will be presented (outdoors) for more than four hours in any 24 hour period, a Music Festival Permit is required.

HOW CAN I FIND OUT MORE BEFORE SUBMITTING AN APPLICATION?

You should review the Lewis County Code, Chapter 5.15 for complete information. You may also request a pre-application conference with the Lewis County Community Development Department. At this meeting, county staff will go over the regulations and standards that will apply to your proposal, provide preliminary comments and answer your questions. There is no cost for a pre-application meeting. To schedule a meeting, contact the Planning Division at 2025 NE Kresky in Chehalis or call (360)740-1146.

HOW DO I APPLY?

Submit a completed permit application form a minimum of 90 days prior to the scheduled event. At the time of submittal you will need to include the supplemental information listed at the end of the application, and pay the required fees (please see p.1 of the application). Applications are accepted at the Permit Center (address is listed above).

WHAT IF I DISAGREE WITH THE DECISION?

Any party of record may appeal the decision. Applications for an appeal of a special use permit shall be submitted on an approved county form with the required fee, within 15 days of the date of the decision. The Superior Court will hear and decide all special use permit appeals pursuant to Chapter 2.25 LCC. The decision of the Board is final.

LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue
Chehalis, WA 98532-2626

(360) 740-1146
FAX: (360) 740-1245

MUSIC FESTIVAL PERMIT APPLICATION

SUBMITTAL FEE: \$2,500.00 plus Bond (bond amount determined by number of proposed attendees)

FOR OFFICE USE ONLY:

Application Number: MUS _____ Application Date: _____

Proposed Dates of Event: _____ Permit Technician _____

1. **EVENT NAME:** _____
2. **DATE OF EVENT** _____ (note, application must be received at least 90 days prior to date of event)
2. **APPLICANT** (if more than one applicant please include on separate sheet):
Name _____
Address _____
Phone #. (_____) _____
E-Mail _____
3. **PROPERTY OWNER** (if more than one property owner please include on separate sheet):
Name _____
Address _____
Phone # Home (_____) _____
E-Mail _____
4. **EVENT COORDINATOR - IF DIFFERENT FROM APPLICANT**
(if more than one coordinator please include on separate sheet):
Name _____
Address _____
Phone # Home (_____) _____
E-Mail _____
5. **PROPERTY INFORMATION:**
Site Address: _____
Tax Parcel #(s): _____
_____ 1/4, Section _____, Township _____ North, Range _____, WM
Total Acreage _____ Zoning Designation: _____
Current use of property _____

Current use of neighboring properties _____

6. **BRIEF DESCRIPTION OF THE EVENT:** _____

7. **ATTENDEES**
Maximum number of persons attending event: _____
(including staff members, organizers, etc.)

8. **EVENT SCHEDULE**
Dates and times for set-up _____
Dates and times of event _____
Dates and times of closing _____

9. **MUSIC SCHEDULE**
Dates and hours music will be presented _____

9. **SITE CHARACTERISTICS:**
Total Acreage to be used for event (including parking): _____
Please list all existing buildings and the square footage of each:

Please list all proposed buildings or structures and the square footage of each:

Total square footage of impervious surface (paved, covered, built on, gravel, etc.):

Existing: _____ Proposed: _____

10. **VEHICLES AND TRAFFIC:**
Is parking being proposed off-site? _____ If yes, you will need to provide additional information for that location.
How much vehicle traffic is expected to be generated during each phase of the event (set-up, during the event, and closure): _____

What provisions are being made for traffic control? _____

How many parking spaces will be provided? _____

11. **ACCESS:**
Existing Access: _____
Proposed Access: _____

12. **ADJACENT PROPERTIES:**
What provisions are being made to safeguard the adjoining properties against any detrimental effects caused by the event?

13. HEALTH / LIFE SAFETY:

What provisions are being made to provide for the following during the event: *(please attach additional pages if necessary to provide complete information for these items)*

Food Service _____

Potable Water Source: _____

Sanitary Facilities: _____

Crowd Control _____

Traffic Control at start of event: _____

Traffic Control at end of event: _____

Fire Protection _____

Lighting _____

Police _____

14. SUPPLEMENTAL INFORMATION:

All of the information listed below is required for a complete application. If you are unable to provide any of this information, or believe that it is not applicable to your project, please provide an explanation of why it has not been included. Please attach the following information to your application for submittal:

1. A narrative statement clearly setting forth the means by which the applicant shall comply with all health, sanitary, safety and police requirements for music festivals.
2. Notarized **Consent to Enter Upon Land to Conduct Search** from from **each person** having a legal or equitable interest in the premises (property owner / lease holder / occupant /,etc.).
3. A list of all property owners within 500 feet of the development site, and two sets of addressed, stamped envelopes for each.
4. Full legal description of the subject property.
5. 6 copies of a site map or series of maps drawn to scale showing all physical facilities as they shall exist at the time of the festival – including::
 - a. The boundary lines of the property/properties on which the event is being held
 - b. Location and height of all existing and any proposed structures and their square footage: houses, sheds, garages, barns, fences, culverts, signs, storage tanks, exterior lighting, outdoor storage areas, parking areas, loading zones, etc.
 - c. A general identification and location of critical areas on the site or within 500 feet of the site and the identification of all Type 1, 2, and 3 streams under WDF&W criteria, and any streams or water bodies subject to jurisdiction under Chapter 90.58 RCW, the State Shoreline Management Act.
 - d. Wells within the development area or within 500 feet of the boundary of the site which are used for domestic use or identified through well log or water right records
 - e. existing septic systems and wells
 - f. event locations (parking, event area, stages,etc.)
 - g. Existing roads, highways, and driveways abutting the site and within 500 feet of the site, and the principal access from the site to the nearest arterial or state highway.
 - h. neighboring structures (identify by use)
 - i. North arrow, scale, date, site address and directions to the site.

j.

14. SIGNATURES

I/We certify that all of the information contained in, and attached to, this application is true to the best of my/our knowledge.

I/We certify that we will at all times comply fully and completely with all applicable Federal, State, and local laws, ordinances, and regulations, and will make a conscientious effort to ensure the patrons of the festival will also comply with these laws.

Additionally, I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code, especially Chapter 5.15 and agree to comply with all conditions of approval.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public in and for the State of

My office expires: _____

Consent to Enter Upon Land and to Conduct Search

Event Name _____ Date(s) of Event _____

I _____ am the lawful owner or occupant of the property described as _____, and I have authority to consent to searches of the property. I understand that I am not required to give my consent to a search of this property, but my consent is necessary to obtain a Music Festival Permit.

I understand that I may revoke my consent at any time, but that revocation of my consent will prevent me issuance of a Music Festival Permit. If a permit has issued, revocation of this consent is still possible, but the permit will be immediately suspended or revoked.

I understand that I may limit the scope of the search of my property, but I am not doing so. Law enforcement and county employees may enter my property and perform any search necessary to ensure compliance with this Chapter and with the laws of the State of Washington. I waive my right to be present during any search, and waive any right I may have to notice of the search.

The search may continue or be undertaken periodically during the following dates _____ (enter dated for which the permit is sought). The search may include either a search for evidence of the mere presence of law enforcement or county employees.

I understand that any evidence found could be used to suspend or revoke the Music Festival Permit and that it could be used in a criminal or civil proceeding against me or any other entity. **I have had full and ample opportunity to speak with an attorney of my own choosing prior to signing this document.**

My consent is valid beginning _____ (3 days prior to event) and ending _____ (last day of the event), inclusive of stated dates.

Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public in and for the State of

My office expires: _____