

# BENTON COUNTY NATURAL AREAS & PARKS DEPARTMENT APPLICATION

for

## SOCIAL GATHERING

## SPECIAL USE PERMIT

Application/Permit Fee: \$1,250.00

### Permit Holder/Point of Contact Applicant Information

Proposed Gathering (title, short designation)

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Msg/Cell Phone: \_\_\_\_\_

\_\_\_\_\_ FAX # \_\_\_\_\_

Email \_\_\_\_\_ Applicant Date of Birth \_\_\_\_\_

### Other Applicants for Permit

<u>Name</u>	<u>Address</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____

### Proposed Gathering Site Property Information

Legal Property Owner(s) of Proposed Site \_\_\_\_\_

Property Owner Mail Address \_\_\_\_\_

Property Owner Primary Phone \_\_\_\_\_ Owner Msg/Cell Phone \_\_\_\_\_

Gathering Site Address \_\_\_\_\_

Assessor's Map & Tax Lot Number: T\_\_\_\_S, R\_\_\_\_W, Section(s)\_\_\_\_\_, Tax Lot(s)\_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Total Acres to be used for Gathering: \_\_\_\_\_

Site Structures on Acres Used: \_\_\_\_\_

Current use(s) of the property \_\_\_\_\_

Date(s) of Proposed Gathering, Including Set-up & Clean-up dates \_\_\_\_\_



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***For Office Use Only***

Date Application Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ By: \_\_\_\_\_

**Application/Permit Number Assigned:** \_\_\_\_\_

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<b>Benton County NAPE Representative Signature</b>	<b><i>Print or type name &amp; title</i></b>	<b>Date</b>
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***For Office Use Only***

**Review/Comment/Approval by Departments and Agencies - Check-off**

Departments and Agencies may submit written permit conditions and requirements to Benton County Natural Areas and Parks Department, which will become application/permit attachments.

Permit Application Reviewed by:

*[check-off review]*

*[written conditions submitted/attached?]*

\_\_\_\_\_ Benton County Planning Representative \_\_\_\_\_

\_\_\_\_\_ Benton County Building Representative \_\_\_\_\_

\_\_\_\_\_ Benton County Health Dept. Representative \_\_\_\_\_

\_\_\_\_\_ Benton County Sheriff Representative \_\_\_\_\_

\_\_\_\_\_ Benton County Counsel \_\_\_\_\_

\_\_\_\_\_ Jurisdiction Fire District Chief \_\_\_\_\_

\_\_\_\_\_ OR Department of Forestry Representative \_\_\_\_\_

\_\_\_\_\_ OR Department of Transportation Representative \_\_\_\_\_

\_\_\_\_\_ Other Agency Review - ***Please specify agency*** \_\_\_\_\_

\_\_\_\_\_ Other Agency Review - ***Please specify agency*** \_\_\_\_\_

**SOCIAL GATHERING**  
**SPECIAL USE PERMIT**

**PERMIT APPROVAL**

Application/Permit No. \_\_\_\_\_

Applicant(s) \_\_\_\_\_  
\_\_\_\_\_

Proposed Gathering (title, short designation) \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Proposed Gathering, including set-up & clean-up dates \_\_\_\_\_  
\_\_\_\_\_

Board of Commissioners' Public Hearing Date \_\_\_\_\_

***Staff check-off [items necessary for approval]:***

\_\_\_\_\_ Complete Social Gathering Permit Application and Fee Received from Applicant(s)

\_\_\_\_\_ Letter of Request for 5-year permit approval (if applicable)

\_\_\_\_\_ Agenda Checklist Submitted for Public Hearing

\_\_\_\_\_ Agenda Item Advertised

\_\_\_\_\_ Name(s) of Publication \_\_\_\_\_

\_\_\_\_\_ Date(s) of Publication \_\_\_\_\_

\_\_\_\_\_ Departments/Agencies' Review and Submittal of Written Conditions and Requirements are attached, prior to final review and BOC approval.

\_\_\_\_\_ Natural Areas & Parks Director Written Recommendation on Permit Application

**The above-referenced Social Gathering Application/Permit was signed and certified by permit applicant(s) as complying with the attached policies, procedures and Benton County Code Chapter 13 (last modified 12/28/22, Ordinance 2003-0194) and certifying that it will not violate any deed restrictions attached to the property. This application/permit is hereby granted approval by the Benton County Board of Commissioners, subject to all attached conditions and requirements, as well as all applicable local, state and federal laws, statutes, regulations, rules and ordinances.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**BENTON COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Chair**

**BENTON COUNTY NATURAL AREAS & PARKS DEPARTMENT**  
**SOCIAL GATHERING**  
**SPECIAL USE PERMIT APPLICATION**

**Processing Information**

- Benton County Code (BCC) Chapter 13, *Social Gatherings*, is enclosed with this permit application. Applicant(s) for a Social Gathering Permit will comply with all aspects of Chapter 13.
- Applicant(s) must submit the following:
  - ✓ Complete information as required on page 1 of “Application for Social Gathering Special Use Permit”
  - ✓ Complete information listed in BCC Chapter 13, pages 13-2 and 13-3
  - ✓ \$1,250.00 application fee to be submitted with application; total fee for receiving, processing and reviewing applications shall not exceed five thousand dollars (\$5,000).
- BCC Chapter 13 shall not apply to any regularly organized and supervised school district activity or program that takes place on school property, nor to activities occurring at Benton County Parks’ or Fairgrounds’ facilities, nor to any activity of a municipal corporation or government agency.
- An application for review must be submitted at least sixty (60) days prior to the proposed gathering. Applications may be submitted up to six (6) months prior to the gathering.
- This application and the approved conditions of use will be reviewed and a decision issued by validating County, State and local agencies. Review and submittal of conditions/requirements from other County, State and local agencies will be requested as deemed necessary. County staff and other agency review and comment process may require an estimated 40-50 days. Each official receiving notice of this application shall submit comments or responses in **writing** to the Natural Areas, Parks & Events Director within fourteen (14) days after the date the notice was delivered to them.
- Upon completion of review, comment and approval by validating County, State and local agencies, the Natural Areas, Parks & Events Director shall make a recommendation on the application to the Board of Commissioners. **The Board of Commissioners shall hold a public hearing on the issue of the application’s compliance with all requirements of Benton County Code Chapter 13**, and will determine whether a notice of approval is issued to the applicant(s). Notice of the time and place of hearing shall include a general explanation of matter to be considered, and shall be published at least ten (10) calendar days before the public hearing, in a newspaper of general circulation in the county. Notice shall also be

sent to property owners within 1,000 feet of the property upon which the social gathering will be held.

- The Board of Commissioners may require conditions of the permit; these conditions will be attached to the notice of approval for the Social Gathering.
- If the application is approved, special conditions identified in, and attached to, the notice of approval must be satisfied at least 30 days prior to the start of the event in order to obtain subsequent permits.
- The Natural Areas, Parks & Events Department will send notices of the final notice of approval to the applicant, other local government agencies involved in the processing of the application, and to landowners within the notice area.

### **Process for 5-Year Permits**

- **Year 1:** Full Application/Information Submittal process, including Public Hearing with Benton County Board of Commissioners
- **Years 2-5:**
  - Applicant will submit Application/Information and \$1,250 permit fee (per year) at least 60 days prior to the event, no later.
  - Applicant will submit all changes/revisions to the Year 1 permit conditions and event specifications at least 60 days prior to the event.
  - Applicant will submit all required information; site and location maps; evidence of vendors and providers; applicable certificates of insurance; departments and agencies' reviews, forms, ODOT and/or OLCC permits and stipulations; and all pertinent information as submitted for Year 1 permit at least 30 days prior to the event.
  - The application and information will be submitted to appropriate departments and agencies for review and comment, from which the approved event and permit conditions will be formulated.
  - A public hearing is not required for permits for years 2-5. The application and approved event/permit conditions will be met and forwarded for review and approval signature by Benton County Natural Areas, Parks & Events Director.
  - All applicable ODOT, OLCC permits and Approved Conditions will be met and concluded at least 30 days prior to the start of the event or the Social Gathering Permit will not be approved and any part of the remaining 5 Year Permit or subsequent 5 year permits will be terminated.