

TOWN OF COLLIERVILLE

Outdoor Event (on Private Property) Questionnaire

Planning Division
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The Town of Collierville's policies and ordinances regulate year-round outdoor gatherings for the public, known as Special Events. In certain cases, organizers of such an event may be required to obtain Town approvals and permits. To keep Collierville safe, clean and family centered, Special Events within the Town of Collierville have been divided into two (2) distinct classifications based upon their impact to Town property and services and their potential impact on the community: Class I Special Events and Class II Special Events.

- Class I Special Events:** Class I Special Events are outdoor activities that involve the use of Town of Collierville property (parks, facilities, greenways, trails, public rights-of-way, etc) or require "non-basic" Town services. A permit from the Special Events Committee is required for a Class I Special Event. Applications shall be submitted to the Parks and Recreation Department no less than sixty (60) days prior to the event. During the review of a Class I Special Event Permit, notices shall be given to all affected departments so that they may determine their level of sponsorship. Event organizers who suspect that their event would be a Class I Special Event should contact the Parks Department at 457-2777.
- Class II Special Events:** These are outdoor activities that are on private property and do not need any of the "non-basic" Town Services that are common for larger events. Examples may include, but are not necessarily limited to, customer appreciation events, farmers' market, equipment shows, and promotional events; outdoor musicals, concerts, festivals, fairs, carnivals; outdoor races and other forms of competition and athletic events; air shows; off-site religious services; classes; large outdoor assemblies; and parties. Event organizers who suspect that their outdoor activity would be a Class II Special Event, or that want to make sure their event does not violate other Town regulations or policies (tents, outdoor display or merchandise, signage, etc.) should complete this **Outdoor Event (on Private Property) Questionnaire** and submit it to the Planning Division no later than sixty (60) days prior to the event. Class II Special Event should contact the Planning Division at 457-2360, once questionnaire is submitted, please notify Planning Division with any changes or cancellations of Class II Special Event.

Any Class II Special Event which is expected to have over 250 people at any one time attending the event on private property (final attendance estimates may be determined by the Town) or is comprised of any series of related events held at a location on consecutive days, weekends, or dates that is expected to have a cumulative total of over 500 people attending during the course of a calendar year, is not permitted "by right." Such events warrant close scrutiny review and approval by the Town via a process called a "Conditional Use Permit (CUP)," which is regulated by §151.310 of the Zoning Ordinance. Conditional Use Permits (CUPs) must be approved by the Board of Mayor and Aldermen (BMA), based on a recommendation from the Planning Commission (PC). This is about a 60-to-75-day process and a \$300 nonrefundable review fee is applicable, so be sure to plan ahead.

Not all outdoor events on private property require a CUP, and most events are determined by the Planning Division to be "exempt" from CUP review (see examples right of outdoor events that do not have to obtain a CUP).

"Exempt" from CUP Review? Not all outdoor events on private property require a Conditional Use Permit (CUP). The following types of events are almost always found by the Planning Division to be "exempt" from CUP review:

- Class I Special Events; however, these are required to be approved through the Parks Department.
- An event that is to be held within a permanent facility specifically approved and permitted for the proposed use or activity. Examples include, but are not limited to, church sanctuaries, country clubs, gymnasiums, assembly or performance halls, and conference centers;
- Funeral processions;
- Company picnics for nonprofit organization or business;
- Private outdoor events on the grounds of existing Institutional properties, such as schools or churches that do not block driveways or required parking spaces. In such instances, the applicant may be asked to demonstrate an appropriate physical area for fire protection purposes, as well as appropriate sanitation facilities and road access;
- An event, such as a neighborhood-wide garage sale or social gathering, that is to be conducted by a duly authorized residential property owner's association, occurs entirely within the area of its jurisdiction, is arranged primarily for the benefit of association members and does not benefit any outside organization;
- An event, or recurring events, held at an outdoor place of public assembly specifically designed for the gathering together of persons for commercial, civic, or social functions, or recreation for food or drink consumption. Examples include, but are not limited to, sports stadiums, pools, athletic fields, outdoor amphitheaters or stages, and outdoor dining areas or patios. To be eligible for this exception, the outdoor place of public assembly must be shown on a site plan and approved by the Town of Collierville; and
- An event wholly contained on property owned by the State of Tennessee or Shelby County that does not have off-site impacts.

Location of Event:		
Name of Event:	Is this an ongoing event (more than one time in a year)?	Estimated Attendance for the Total Event (including staff):
Day(s) and Dates of Event:	<input type="checkbox"/> Single Event <input type="checkbox"/> Ongoing Event. If so, how frequently? _____	Estimated Participants at Any One Time:

Set-up Time:	Public Information Phone Number for Event:	Will the event be in an existing parking lot? Yes ___ No ___	Admission Charge? Yes ___ No ___ Charge \$ _____
Starting Time:			
Ending Time:	Will the event be outdoors? Yes ___ No ___	Is the site a vacant lot? Yes ___ No ___	Participant Charge? Yes ___ No ___ Charge \$ _____
Cleanup Time:			

Person in charge on day(s) of event (onsite): _____ His/her Mobile Phone #: _____

Check all aspects of the event that apply:

These are common to short-term outdoor activities that require little to no Town oversight if held on private property:

- Restrooms
- Amplified Sound
- Generator
- Barricades
- Parking Lot Closure (partial)
- Parking Lot Closure (complete)
- Private Security
- Bouncer
- Lighting
- Dumpster
- Media
- Food Sales
- Valet Service
- Food Service
- Vendors
- No Parking Signs

These are common to short-term outdoor activities and are very likely to require special permits (or other approvals) if on private property:

- Alcoholic Beverages
- Amusement Rides
- Retail Sales of Merchandise
- Outdoor Display of Products
- Booth(s)
- Stage
- Tent or Canopy
- Onsite Signage that is Visible from the Road
- Off-site Signage (on another property)
- Hand-held signs
- Charitable Solicitations or Fundraising
- Electrical Hookup (other than plug)

When these “non-basic” Town services listed below are required, the event will most likely be classified as a Class I Special Event. In these cases, contact the Parks Department at 457-2777 as far in advance of the event as possible to get a determination as to the applicable process:

- Street Closure
- Park or Town Property Reservation
- Town Electrical Service
- Onsite custodial support by Town
- Garbage removal by Town
- Traffic Control/ Public Safety Presence by Police or Fire Departments
- Police Security – after event hours
- On-site “stand-by” Fire Dept personnel and/or Fire Safety Inspectors
- Other on-site Town Staff Needed (for electrical or other problems after regular working hours)

Site Map: The event coordinator is requested to provide a drawing of the venue as part of this questionnaire. A hand sketch is sufficient; however, event coordinators may instead attach a modified aerial photo or computer or CAD generated diagram. Any event map/drawing should include:

1. Location of all structures, including public restrooms, garbage collection, point of electrical supply, parking areas, bleachers, fences, displays, booths, stages, rides, etc.;
2. Traffic control plan and diagram; and
3. All entry and exits, fire lanes, barricades, first-aid station, information, check-in or ticket sales areas

Event’s Sponsor/Organization: _____

Street Address, City, Zip: _____

Phone: () _____ Fax: () _____ Email: _____

Name: _____ Day Phone: () _____ Night: () _____

Does the event coordinator own the property where the event will take place? Yes ___ No ___. If no, is the owner of the property aware of the event? Yes ___ No ___ Property Owner (if different from event coordinator) (include contact name): _____

Street Address, City, Zip: _____

Phone: () _____ Fax: () _____ Email: _____

For Development Department Use Only:

- Event is Exempt from Conditional Use Permit (CUP):** The special event, as described in this application, is exempt from the Conditional Use Permit of requirement of §151.026 for outdoor events. Approval is not required by the Board of Mayor and Aldermen (BMA), but other permits (tents, electrical, building, etc) may still be applicable.
- Conditional Use Permit (CUP) is Required:** The special event on private property, as described in this application, will require approval by the Board of Mayor and Aldermen (BMA) before it can occur per §151.026. This is because it is either expected to have over 250 people at any one time attending the event or it will be comprised of any series of related events held at a location on consecutive days, weekends, or dates that is expected to have a cumulative total of over 500 people attending during the course of a calendar year. Such events are not permitted “by right” and warrant close scrutiny review and approval by the Town via a process called a “Conditional Use Permit (CUP),” which is regulated by §151.310. CUPs must be approved by the BMA, based on a recommendation from the Planning Commission (PC). This is at minimum a 60-day formal review process (two public meetings to review the event, additional paperwork is involved, postcards must be sent to the surrounding property owners, \$300 non-refundable review fees is applicable) so be sure to plan ahead.
- Event is Likely a “Class I” Special Event:** As described, the event is not classified as a Class II Special Event because it either involves the use of Town property (parks, facilities, greenways, trails, public rights-of-way, and the like) or requires “non-basic” Town services (police, solid waste, etc). A permit from the Special Events Committee is required for a Class I Special Event. Applications shall be submitted to the Parks and Recreation Department no later than 60 days prior to the event, so be sure to plan ahead.

Reviewed By: _____

Date: _____

See attached letter dated _____ for additional information.

Peer Review By: _____

Date: _____