



TEMPORARY OUTDOOR ACTIVITY APPLICATION PACKET

For any Temporary Outdoor Activity Application, the following documents should be completed and submitted to P&D-PlanningZoning@GwinnettCounty.com. **An incomplete application will be rejected.** See [Chapter 265 Temporary Outdoor Activity Uses](#) of the Gwinnett County Unified Development Ordinance for more information.

- Temporary Outdoor Activity Application** (Page 2).
- Site Plan** that conveys the proposed outdoor activities, including the parcel boundary, location of event activities, parking, and proposed temporary structures with measurements and square footage.
- Occupation Tax Certificate** issued by the Gwinnett County Licensing and Revenue Office.
- Property Owner Written Permission** that includes the property owner's name, and contact information.
- \$100 Permit Fee** (Fees will be invoiced once the application is deemed complete).

Additional Exhibits (if applicable):

- Approved Temporary Sign Permit**, for any proposed temporary signs.
- Approved [Tent Permit](#)**, if the applicant proposes tent(s) larger than 400 square feet or canopies (no sides) larger than 700 square feet.
- Approved Building Permit**, if the applicant proposes temporary structures (stage, shed, etc.).
- Approval from [Georgia Environmental Health Department](#)**, if food will be served.
- Approved Alcohol License**, if alcohol will be served at the event. Alcohol licenses are issued by the Gwinnett County Licensing and Revenue Office and require 45 days to review. This application should be submitted after the Temporary Outdoor Activity Permit is issued.



TEMPORARY OUTDOOR ACTIVITY APPLICATION

Form with sections: SITE INFORMATION, BUSINESS INFORMATION, APPLICANT INFORMATION, TEMPORARY OUTDOOR ACTIVITY INFORMATION. Includes fields for address, acreage, business name, applicant name, event name, dates, and checkboxes for food, alcohol, signage, noise, and tent.

By signing below, you are certifying the following:

- The site will be properly maintained and cleaned during and after the event.
Activities will not disrupt controlled vehicular ingress and egress, pedestrian movement, and parking.
No display will be erected or installed, nor will any activity take place, within 50 feet of right-of-way.
No operator, employee, or representative of the operator will solicit directly from the motoring public.
All temporary signage will meet the requirements of the Gwinnett County Sign Ordinance.

Applicant Signature: _____ Date: _____