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	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: ADMINISTRATOR APPROVAL – SPECIAL EVENT

Application is hereby made to authorize a one-time special event to be conducted on property located at (street address if available or layman's description):

Parcel Number(s): _____

The property consists of _____ total acres, and is currently zoned _____

Note: The Zoning Administrator may approve up to one (1) event every two (2) years on any parcel or parcel group. Approval is subject to the following conditions, and any other conditions deemed appropriate by the Zoning Administrator to protect public health, safety, and welfare:

- Review and approval by the Johnson County Secondary Roads Department or appropriate agency.
- Review and approval by the Johnson County Public Health Department.
- Submission of a severe weather plan for review by the Emergency Management Department.
- Adequate off-street parking shall be provided in accordance with subsection 8:1.24.
- Application shall be made in accordance with subsection 8:1.27.
- Notice shall be sent to all property owners within five hundred (500) feet of the property in question.

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office \(913 South Dubuque Street, Iowa City, IA 52240\)](mailto:planning@johnsoncountyiowa.gov)

The following items must be submitted for the application to be complete. Preference is that electronic submission is provided prior to hard copy submission.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard Copy
Application Fee (\$250)		
This application form with all information completed		
<p>A brief cover letter explaining the nature of the event and outlining the specifics. At a minimum, the letter must include:</p> <ul style="list-style-type: none"> • All structures on the property that will be used in conjunction with the special event. • The number of guests anticipated and maximum occupancy of the event. • Hours of the event, including end time for outdoor music if different from the overall event. • Number of parking spaces to be provided. • Plan for provision of adequate bathroom facilities for guests. • Plan for provision of safe drinking water for guests. 		
A map of sufficient size to show the property outlined in red, the required parking spots clearly marked (with dimensions), and all structures to be used by guests clearly indicated (should match the list of structures detailed in the letter of intent), including any temporary structures to be erected for the event		
A Severe Weather Plan (contact the PDS department for a template)		
Proof of application to the Johnson County Health Department for event permitting, including but not limited to temporary food licensing (if needed), provision of safe drinking water, and provision of sufficient bathrooms to serve the anticipated number of guests		