



Special Event Application

Please submit application at least 60 days prior to event for consideration. Contact Stephanie Myers, Planning & Zoning Administrative Assistant, at smyers@harrisburgnc.org or 704-455-5614 with questions. NOTE: Certain road closures and special requests may require approval from the Harrisburg Town Council. If required, the Council will review the application at their regular meeting on the second Monday of the month.

General event guidelines:

- Temporary, approved road closures may be permitted but roads cannot be blocked and must allow for emergency vehicle access at all times.
- Events of over 1,000 require permission of the Cabarrus County Sheriff's Office, Harrisburg Fire Dept., and Cabarrus County EMS
- Neighborhood property owner notification must occur a minimum of 7 days prior to event

Applicant Information

Event Organizer _____

Phone Number _____

Address _____

Email Address _____

Names/Cell Phones/Emails for Two Individuals Present On Site Day of Event

Event Information

Event Name _____

Type of Event _____

Event Location _____

Date of Event _____

Start/EndTime _____

Estimated Attendance _____

Will alcohol be served? Y _____ N _____

Will there be amplified sound at the event? Y _____ N _____

Community Impact

Have property owners been notified? Y _____ N _____

How were they notified? _____

Are there anticipated road closures? Y _____ N _____

Is there a need for a parking area? Y _____ N _____

Number of vehicles _____

Will areas of the event be tented? Y _____ * N _____

*If so, what size? _____

Is the event on public/town property? Y _____ N _____

ApplicantSignature _____

PrintName _____

Date _____

Checklist (required with each application)

_____ Property Owner permission secured

_____ Special Event Application

_____ Detailed event layout map/site plan must be included with this application. Map/site plan must include road closures, parking areas and tented areas

_____ Event Schedule

_____ Fees (\$75 for Temporary Use Permit)

_____ Proof of Liability Insurance- If applicable

Submit completed application and required documentation to: Stephanie Myers, Town of Harrisburg Planning & Zoning Dept., PO Box 100, 4100 Main St., Ste. 101, Harrisburg NC 28075.

Department Use Only

Planning & Zoning Dept. ___Approved ___Denied

Fire Marshall ___Approved ___Denied

Sheriff's Office ___Approved ___Denied

Parks & Recreation Dept. ___Approved ___Denied

Public Works ___Approved ___Denied

Reason for Denial _____

Comments _____

Rev. 1.19.17