

**APPLICATION FOR OUTDOOR ASSEMBLY PERMIT or REGISTRATION
LINN COUNTY CODE CHAPTER 580**

Name or title of assembly: _____

LCC 580.005 Level of Assembly (L1A, L2A, or L3A) _____

LCC 580.200 Fee \$ _____

Application Fee (Due on Submission of Application) \$ _____

Service Fee Deposit (For L1A & L2A, Due on Approval of Application; For L3A Due on Acceptance of Application) \$ _____

LCC 580.210 Insurance (amount) (L1A & L2A) \$ _____

LCC 580.220 Written Application, L1A, L2A, & L3A

(A) or (B) Date of application: _____

(D)(1)(a) Name of applicant (organizer): _____
Organization: _____
Address: _____
Phone: (24 hour contact) _____

(D)(1)(b) Attach photographic identification of applicant

(D)(1)(c) Name of Property Owner: _____
Address: _____
Phone: _____

(D)(1)(d) Attach legal description(s) or provide map number(s) of the place(s) of the proposed assembly:

Township _____ S Range _____ Section _____
Tax Lot(s) _____

Address: _____

Township _____ S Range _____ Section _____
Tax Lot(s) _____

Address: _____

(D)(1)(e) Date(s) of proposed assembly: _____

Hours of assembly (for each date): _____

APPLICATION FOR OUTDOOR ASSEMBLY PERMIT

(D)(1)(f) Proposed Event Count (for each date)

Number of Persons (for each date) _____

Number of Vehicles (for each date) _____

Proposed Total Event Count: _____

Proposed Maximum "Daily Attendance" (for each date)

Number of Persons (for each date) _____

Number of Vehicles (for each date) _____

Proposed Maximum "Nightly Attendance" (for each date)

Number of Persons (for each date) _____

Number of Vehicles (for each date) _____

(D)(1)(f) Nature of proposed assembly, including purpose and activities: _____

LCC 580.220 Written Application, L1A, & L2A

- (D)(2)(a)** Attach a photograph of the onsite person in charge of the event.
- (D)(2)(b)** Attach a list describing all temporary structures proposed to be used.
- (D)(2)(c)** **Sanitary Facilities Plan.** A written plan detailing the type, number, and location of all toilet, handwashing, gray water disposal, water supply, food service, camping, and solid waste facilities intended to serve the proposed maximum event count.
- (D)(2)(d)** **Fire and Life Safety Plan.** A written plan that complies with State and local laws, ordinances, and regulations, and is adequate.
- (D)(2)(e)** **Public Safety Plan.** A written plan addressing, at a minimum, onsite contact identified at the event, emergency communication, access lanes for emergency vehicles, traffic control for emergency vehicle access, response time by area first responders, capabilities of area first responders, medical facilities available, and any other concerns raised by area emergency medical service providers.
- (D)(2)(f)** **Emergency and Disaster Plan.** A written emergency response and natural disaster plan.
- (D)(2)(g)** A copy of the **contract(s) for security services** complying with ORS 181.870 to 181.889.
- (D)(2)(h)** A **scale drawing showing the layout of the property** or properties to be used including and identifying all locations of public access, camping, adequate parking, vendors, staging, emergency facilities, and emergency access and throughways. Proposed use of off site facilities must be supported by **written approval of the offsite property owner.**

(D)(2)(j) An acknowledgment by the applicant, the organizer if not the applicant, and the property owner of the limitations of LCC 580.130, limiting to one the number of outdoor assemblies that may be held on a property within any three month period unless such activity is approved and permitted under the Land Development Code and Comprehensive Plan.

(D)(2)(k) An agreement by the applicant, the organizer if not the applicant, to maintain records of the number of persons at the assembly and provide such records to the County upon request.

(D)(2)(l) Signature of the applicant and the organizer, property owner, and contact person, if any are not the applicant, acknowledging that each has reviewed and approves the application.

LCC 580.220 Written Application, L3A

(D)(3)(a) Attach a photograph of the onsite person in charge of the event.

(D)(3)(b) An acknowledgment by the applicant, the organizer if not the applicant, and the property owner of the limitations of LCC 580.130, limiting to one the number of outdoor assemblies that may be held on a property within any three month period unless such activity is approved and permitted under the Land Development Code and Comprehensive Plan.

(D)(3)(c) An agreement by the applicant, the organizer if not the applicant, to maintain records of the number of persons at the assembly and provide such records to the County upon request.

(D)(3)(d) An acknowledgment by the applicant and the organizer, if not the applicant, of the obligation to comply with health, safety, and welfare requirements of the Outdoor Assembly Code related to L3A, including but not limited to the provisions of LCC 580.400 and 580.450.

(D)(3)(e) Signature of the applicant and the organizer, property owner, and contact person, if any are not the applicant, acknowledging that each has reviewed and approves the application.

(D)(4) **L3A Assembly Plans.** All applicants, organizers, and property owners involved in conducting a Level 3 Assembly are encouraged to contact and consult with reviewing authorities to develop a sanitary facilities plan, a fire and life safety plan, a public safety plan, and other appropriate plans for the assembly.

580.220(E) The applicant shall submit, as part of the application, the fees required by LCC Chapter 580 at the times specified by the Chapter.

LCC 580.225 Statement of Financial Interest, L1A, L2A, & L3A

(A) All applicants shall submit a sworn statement with the application showing the name, address, and the nature of extent of the financial interest of each person, individual or corporate, having a financial interest in the assembly.

580.400(B)(3)(b) The applicant shall indicate, as part of the application, whether or not attendees will be allowed to bring intoxicating liquor on the premises for personal consumption by the attendees.

Yes _____

No _____

The applicant shall indicate, as part of the application, whether or not a State licensed vendor of intoxicating liquor will be present at the assembly site.

Yes _____

No _____

Name of Licensed Vendor, or other explanatory information: _____

I acknowledge receipt of a copy of Linn County Code, Chapter 580, the Outdoor Assembly Peace, Health, Safety, and Welfare code, and I understand my responsibilities under LCC Chapter 580. I understand that a permit or registration, when issued, will allow me to conduct the assembly described in this application.

Signature of Applicant

Date

Signature of Organizer

Date

Signature of Property Owner

Date

Signature of Contact Person

Date

Please return this application to:

Linn County Planning and Building Director
Attn: Outdoor Assembly Application
PO Box 100
Albany, Oregon 97321

FOR OFFICE USE ONLY

Receipt Number: _____

Application Received on: _____, 2_____

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