



CUP for TEMPORARY SPECIAL EVENTS

APPLICATION STEPS & REQUIREMENTS

CITY OF WAYNESBORO, PLANNING DIVISION

Reference City Code Secs. [98-7.6](#) and [98-4.4.11](#)

WHAT IS A TEMPORARY SPECIAL EVENT?

Temporary special events are small events such as workshops, conferences, seminars, weddings, dinners, banquets, private parties, and other similar activities. These events may be held by non-profit organizations or for-profit businesses multiple times a year, and typically last one (1) day or up to three (3) days.

- Temporary special events are permitted by the City through a Conditional Use Permit (CUP).
- Temporary structures and facilities and permanent structures to be used for temporary special events may be permitted with an approved CUP subject to the requirements in Sec. 98-4.4.11.

For large scale temporary outdoor events, including, but are not limited to, carnivals, circuses, festivals, and fairs, refer to [Sec. 98-4.7.6](#). Large scale temporary outdoor events are permitted once every 6 months.

WHAT IS A CONDITIONAL USE?

A conditional use is a use that *might* co-exist suitably with the other surrounding uses (e.g., a day care in a residential neighborhood), but the use requires a case-by case review to ensure that it is compatible before it is approved. Within the Zoning Ordinance, the Use Table (Section 2.4) establishes which uses require a Conditional Use Permit within a given Zoning District. These uses require legislative review and approval by City Council. In their action, Council may place conditions on the use (e.g., require additional screening or buffers, limit hours of operation, etc.) to reduce the impacts to the neighboring uses.

PROCEDURE FOR APPLYING FOR A CUP FOR TEMPORARY SPECIAL EVENTS

1. PRE-APPLICATION MEETING

Prior to submitting the CUP application, a pre-application meeting with the Planning Division is **required**. This meeting will provide basic information on the City's review process including application filing and deadlines. The meeting will identify expectations for the application materials, level of detail required to recommend approval of the application, and will help identify any problems that could adversely affect review and approval of the application. Contact the City Planner at 540-942-6604 to schedule a pre-application meeting.

2. DEADLINE

Deadline for application submission is the **First Thursday of the month**.

3. APPLICATION SUBMITTAL REQUIREMENTS

- Application Form:** A completed [CUP application form](#). All owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required (Form A-2). Faxed or photocopied signatures will not be accepted.
- Application Fee:** The filing fee is **\$350**. Checks should be made payable to the "City of Waynesboro".
- Project Description:** A written summary describing the proposed project and explaining the manner in which it meets the standards of the zoning ordinance must be submitted. This description should also include any proposed mitigation measures necessary to ensure that the proposed use is compatible with surrounding uses. If the proposed project increases demand on the public infrastructure (i.e., roads, alleys, utilities, etc.), the applicant should identify how the proposed project will address the increased demand.
- Concept Plans:** Eight (8) copies of a concept plan or site plan are required. Electronic submission of the concept plan is acceptable.
 - Plans should provide sufficient detail to permit the staff to make a determination of feasibility of the proposed project and its compatibility with surrounding properties. (Under limited circumstances, the City Planner may waive the requirement for a concept plan.)

In addition to the information required above, CUP applications for temporary special events should include the following as applicable:

- Description of the types of events to be held. Include the number per year and approximate timespan.
- Estimated number of participants.
- Estimated hours of operation.
- Information about parking and access.
- Address how adequate water and sanitation facilities will be provided.
- Description of the use of any temporary or permanent structures or facilities, including information about size.
- Description and planned use of sound including, but not limited to, amplified music, disc jockeys, and bands.
- A lighting plan which provides for safe lighting without excessive glare into residential areas or streets.
- A safety plan containing details regarding emergency preparedness and emergency response plans, emergency services, medical services, law enforcement and security services, and similar details necessary for ensuring the safety of attendees and the general public. The plan shall be reviewed and approved against all applicable regulations including all current regulations of the International Building Code, International Fire Code, Virginia Statewide Fire Prevention Code, NFPA, Federal, State and Local laws, ordinances, codes, standards and rules.

The City Planner may require additional information at any time during the review process.

4. REVIEW AND LEGISLATIVE APPROVAL OF A CUP FOR TEMPORARY SPECIAL EVENTS

The Planning, Zoning, Public Works, Fire, Police, Emergency Management and EMS, and other city departments will review CUP applications for Temporary Special Events and will work with the applicant to resolve any concerns. Once the application is ready, the City Planner will prepare a staff report and schedule a public hearing with the Planning Commission. At the public hearing, the Planning Commission will review the public's comments, the application, and the staff report. These inputs will be used to make a recommendation to the City Council on the application.

To approve a CUP, City Council must pass an ordinance which requires two separate meetings. At the first meeting, the Council holds its public hearing, receives the staff report and Commission's recommendations, and typically introduces the ordinance. At the second meeting, Council may vote to approve, deny, modify, table, or send the matter back to the Commission for additional consideration. If Council approves the CUP request, it will attach such conditions as it deems reasonably necessary to ensure the use will be compatible.