

WORCESTER COUNTY
Dept. of Development, Review & Permitting
One W. Market St., Room 1201
Snow Hill, MD 21863

SPECIAL EVENT PERMITS GUIDE
(Bike Week, Fishing Tournaments, etc.)

To help facilitate the processing of permits for special events, the Department has developed this informative guide and checklist. If you have any questions, please contact Customer Service (410-632-1200).

Special events are: Personal or business social engagements or other activities conducted where guests assemble at parties, wedding events, birthday or anniversary celebrations, children's parties, corporate and employee appreciation parties, or other similar events for compensation, during which food and beverages may be served to guests and music or other entertainment is allowed.

STEP 1: OBTAIN INFORMATION WELL IN ADVANCE

- Contact **Zoning** staff (410-632-1200/Press 5) at least three (3) months prior to event to verify zoning compliance. (If you are informed that Board of Zoning Appeals approval is required, your direct contact is Savannah Guy, Ext. 1133. The BZA process has a deadline filing date for applications 30 days prior to a scheduled hearing, additional paperwork and fees. Co-ordination of dates with the date of the event is essential.
- Contact **Environmental Programs** (410-632-1220/Ext. 1606) to discuss applicable on-site restroom facilities. This usually requires portable toilet facilities with a pumping contract. If food service is provided, it may also require temporary sink units as well.
- Contact **Environmental Programs** (410-632-1220/Ext. 1143) to discuss applicable Forest Conservation and Critical Area regulations.
- Contact **Public Works, Solid Waste Division** (410-632-3177) to discuss Special Events Recycling Program (SERP) requirements. Maryland law requires recycling at special events that: (1) involve temporary or periodic use of a public street, publicly owned site or facility, or public park; (2) serve food or beverages; and (3) are expected to have 200 or more attendees.
- If you plan to serve **beer, wine or liquor**, contact April Payne, Liquor License Admin. for the **Board of License Commissioners**, (410-632-1200/Ext. 1120). A site plan and detailed letter of request outlining all information related to the event activities (i.e. days, hours of operation, entertainment specs, etc.) will be requested. If a formal meeting is required before the Board, the application deadline is 30 days prior to the scheduled meetings. Additional fees may be applicable. Coordination of dates with date of the event is essential.
- If you are planning a temporary event, where **food is served to the public**, or an outdoor music festival, contact the **Health Department** (410-352-3234) for their requirements. All food vendors are required to submit a temporary food service facility application and fee. All applications and fees must be submitted at least 10 business days prior to the date of the event. Applications and permit requirements may be obtained by visiting www.worcesterhealth.org. Again, coordination of dates with the date of the event is essential.
- Contact **Fire Marshal's Office** (410-632-5666) for more information on their requirements (*i.e. any tents or canopies where food is being prepared on cooking equipment shall have an automatic hood suppression system, shall be separated from other tents or canopies, and shall not be occupied by the*

public. LP Gas tanks are limited to 60 pounds. The total amount of LP gas on site shall not exceed 60 pounds per appliance rated not more than 80,000 btu/hour and 120 pounds for each appliance rated more than 80,000 btu/hour. Fire extinguishers are also required. For every 250 occupants, a minimum of one trained crowd manager on duty at all times).

STEP 2: WHAT TO SUBMIT FOR PERMIT APPLICATION

1. **Permit Application:** can be obtained at www.worcestermd.gov – click on Departments/ Development Review & Permitting/ Permit Form (under Common Links)
2. **Permit Fee:** \$175.00 (\$50 DRP/ \$50 EP permit processing fees / \$75.00 Fire Marshal fee)
3. **Site Plan:** of the property illustrating proposed location and square footage of each vendor space, and whether utilizing a canopy or tent. Please include where portable toilets will be located and where water is available. *(A canopy is defined as a shelter with an open perimeter of 75% or more with a maximum coverage of 400 square feet. There may be multiple vendor canopies side by side; however, the total cannot exceed 700 square feet without providing a fire break. Each fire break shall be a minimum clearance of 12 feet from all other canopies or structures on the site.)*
4. **List of all vendors** correlated to the locations given on the site plan *(i.e. Vendor 1 – ABC Retail)*. If unsure of all the vendors at the time of permitting, allow for proposed vendor areas on site plan. The Department will verify all vendors and compliance during inspections.
5. **Certificate of Flame Resistance:** (for any tents or canopies over 400 sq. ft. in size).
6. **Port-a-pots Rental Agreement/Contract:** There must be an appropriate number of restroom units to serve the event, including hand-washing stations. This must come from the company providing service.
7. **Health Dept:** Approval for all food vendors (NOTE: We will accept the plans approved by the Health Dept. and associate them with the original use permit rather than require the submittal of a separate permit if the food vendor is utilizing one of the approved pre-established use areas on site. The plans should indicate which establishment and use area the food vendor will be occupying. Otherwise, a separate permit will be required.)
8. **Board of License Commissioners (if applicable):** Approval letter for beer, wine, liquor sales.
9. **Recycling Plan (if applicable):** Events subject to the Special Events Recycling Program (SERP) shall submit a recycling plan identifying:
 - a. Estimated event attendance;
 - b. Number and locations of trash and recycling receptacles shown on the site plan;
 - c. Method for collection and transportation of recyclable materials;
 - d. Name of recycling hauler, self-haul destination, or confirmation of use of an existing recycling system at the event site;
 - e. Procedures for collection of plastic containers, metal containers, glass containers, and paper; and
 - f. Documentation of evaluation of food scraps recycling services, where applicable.

***Parking spaces cannot be utilized unless the establishment has more parking than required by Code.**

Zoning setbacks and separation distances are applicable. Critical Area and/or Forest Conservation regulations may also be applicable.

STEP 3: REVIEW AND APPROVAL PROCESS

Upon receipt of all items listed above, the applicable agencies will review for compliance with their regulations. You will be contacted if additional information is needed. Once all signatures acknowledging compliance have been obtained, the Zoning Permit will be issued.

STEP 4: SET UP

Once the permit has been issued, vendors may begin set-up one (1) day prior to the scheduled event (*Note: all canopies or other structures must be removed the day after the event*).

STEP 5: INSPECTIONS AFTER SET UP

When applicable to your event, please contact the following agencies directly to schedule your inspections:

Fire Marshal Inspection. Call 410-632-5666 to schedule.

Zoning Inspection. Call 410-632-1200, Press 3 to schedule.

Environmental Programs Inspection. Call 410-632-1220, Ext. 1606 for more information.

Alcoholic Beverage Inspection. Call Liquor License Admin., 410-632-1200/Ext. 1120 to schedule.

Health Dept. Inspection. Call 410-352-3234 for more information.

Solid Waste/Recycling Inspection. Event organizers shall maintain required recycling receptacles and signage throughout the event. County staff may inspect the event for compliance with Special Events Recycling Program requirements.

STEP 6: FINAL STEP

Once all required inspections have been approved, obtain ZONING CERTIFICATE for Use and Occupancy for Event.