

DATE & TIME RECEIVED: \_\_\_\_\_

**SMYTH COUNTY**  
121 Bagley Circle, Suite 100 - Marion, VA 24354  
Phone: 276-783-3298 Ext. 1

**APPLICATION FOR AN ANNUAL MUSICAL  
OR ENTERTAINMENT FESTIVAL(s)**

**PLEASE PRINT AND ATTACH ALL INFORMATION**

Note: The submission of this application does not guarantee the approval of the listed event(s). **All** information listed on this application is required to help determine if the event(s) complies with the Code of Smyth County.

Date Application Filed: \_\_\_\_\_  
Applicant/Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Location of event(s): \_\_\_\_\_

Pursuant with section 5-97 of the Smyth County Code (***revised code is attached, please read carefully***), the above organization hereby submits an application for a permit to conduct musical or entertainment festival(s) in Smyth County, Virginia, on the following date(s):

Day of the Week:	Date:	TIME: From	TIME: To

Pursuant to Section 5-96 (b) of the County Code, this application shall be filed by the last business day of the month of February or at least sixty (60) days prior to the first date of such festival(s).

The permit required by this article shall not be issued unless the following conditions are met and the following plans, statements and approvals submitted to the Board with the application:

- (1) *Promoters and backers.* A statement of the names and addresses of the promoters of the festival(s), and the financial backing of the festival(s).
  
- (2) *Location and Site Plan.* A statement of the location of the proposed festival(s), the name(s) and address(es) of the owner(s) of the property on which such festival(s) is to be held, and the nature and interest of the applicant therein. The Site Plan may be an applicant prepared sketch and shall include the following items:
  - a. Dimensions of site, including length, width, and total size.
  - b. Location of the lot or parcel by vicinity map. The Site Plan shall also contain a north arrow, original date, revision dates, and graphical scale.
  - c. Property lines of the proposed festival(s). If only a portion of the property is proposed for the festival(s), a "Limits of Festival(s)" shall also be shown.
  - d. The name and address of the property owner of the site, if different than the applicant.
  - e. The tax parcel number(s) of the parcels proposed for the festival(s).
  - f. The names, route numbers, locations, and dimensions of existing public or private streets, alleys, and rights of way shall be shown. Any proposed rights of way for said festival(s) shall also be shown.
  - g. The location, type, and size of site access points such as driveways, curb openings, and crossovers. If existing cuts will serve the site they shall be shown. If new median cuts are proposed, their locations shall also be shown.
  - h. The location of buildings or structures existing or proposed for the site, including the distance between buildings or structures.
  - i. Location and design of all existing and proposed utilities, including water, sanitation, and electrical service.
  - j. The location of any proposed bugger yards, screening, and fencing.
  - k. A statement by the applicant that the site plan for said festival(s) will be built according to the plan.
  - l. Any additional information requested by the Administrator or the Board.

- (3) *Plans.* The following plans shall be submitted by the applicant to the agencies referenced below and said agencies approvals forwarded to the Administrator, or his designee, ten (10) days prior to the public hearing.
- a. *Sanitation facilities, garbage, trash and, sewage disposal.* A plan for adequate sanitation facilities and garbage, trash and sewage disposal for persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances, and regulations, and shall be approved by the Smyth County Health Department.
  - b. *Food, water and lodging.* A plan for providing food, water, and lodging for the persons at the festival. This plan shall meet the requirements of all state and local statutes, ordinances, and regulations, and shall be approved by the Smyth County Health Department.
  - c. *Medical facilities.* A plan for adequate medical facilities for persons at the festival, approved by the Smyth County Health Department.
  - d. *Parking, crowd and traffic control.* A plan for adequate parking facilities and traffic control in and around the festival area, approved by the Smyth County Sheriff's Office.
  - e. *Fire protection.* A plan for adequate fire protection. This plan shall meet the requirements of all state and local statutes, ordinances and regulations, and if applicable shall be approved by the Virginia Department of Forestry.
  - f. *Tickets.* The applicant is to provide a statement containing the total number of tickets to be offered for sale and the best reasonable estimate by the applicant of the number of persons expected to be in attendance.
- (4) *Lighting.* A statement specifying whether any outdoor lights or lighting is to be utilized, and if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the festival is located.
- (5) *Loud music.* A statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the festival is located.

- (6) *Administration and Public Notice:* The Administrator, or his designee, is responsible for receiving each application for Annual Musical or Entertainment Festival(s), and processing those application(s) as provided for in other Articles of this Chapter, including meeting the public notice requirements contained in §15.2-2204 of the Code of Virginia.
- (7) *Fee.* A non-refundable fee in the amount of \$200.00 shall be paid with each application. Mail check with *complete* application to:  
Smyth County – Treasurer  
Smyth County Administrator’s Office  
121 Bagley Circle, Suite 100  
Marion VA 24354
- (8) *A Certificate of Liability Insurance* shall be submitted signifying the Board as “Certificate Holder” in the amount of, not less than, One Million Dollars (\$1,000,000.00) and shall cover medical pay. The date(s) of the festival(s) shall be within the effective dates of the Certificate of Liability Insurance. A copy of said Certificate shall be furnished to the Board with all other documentation before approval will be obtained by the applicant.  
(Code 1978, § 3-14)
- (9) *Failure to Comply.* Failure of the applicant to comply with the requirements of this Section 5-97 shall result in the application being returned to the applicant without any action by the Administrator, or his designee, or the Board.