



# OUTDOOR FESTIVAL PERMIT APPLICATION

Form #PLN 006 F1-A  
Revised 7-20-16

Application submitted with Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

*(FOR STAFF USE ONLY)*

DATE: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
CASE #: \_\_\_\_\_ FEE RECEIPT#: \_\_\_\_\_  
(\$1000.00)

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant is over the age of 18:  Yes  No

Business Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Site Address of Event: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Other Parties having an interest of ten-percent or more proprietary interest in the festival:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Attach additional sheet if necessary)

Property Owner (if different from applicant): \_\_\_\_\_

I hereby certify that I have given consent to have the aforementioned festival/event at the property listed at the noted dates and times.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
Property Owner Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

Festival/Event Name: \_\_\_\_\_

Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ AM  PM

Festival/Event Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Festival/Event End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Date that property will be cleaned and ready for Bond Release Inspection \_\_\_\_\_

Please provide a detailed description of your event regarding the type of event and activities planned. (If more room is needed, attach a separate page.)

Description of Festival/Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the schedule of performances and programs including dates and times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information with your application:

- A detailed site plan.
- Written confirmation that the Yakima Health District has reviewed and approved your outdoor festival plans.
- Written confirmation from the Yakima County Sheriff’s Office that traffic control and crowd protection policing has been contracted or otherwise provided.
- Written confirmation from the Yakima County Fire Marshal’s Office that the application and site plans for your outdoor festival have been approved meeting all rules and policies of the fire code.
- Written statement of consent from the applicant that all State and Yakima County law enforcement officers, fire-control officers and other necessary governmental personnel have free access to the site of the festival.
- Provide a list of all property owner names, addresses and tax parcel numbers who reside within 300 yards of the proposed festival.

Note: Upon BOCC approval, permits shall be required for each festival for a period not to exceed sixteen consecutive days YCC 8.10.030.

I hereby declare under penalty of perjury that I have read and understand the above and that the foregoing statements are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# User's Guide to Yakima County Outdoor Festivals Permit Process

Yakima County Planning Division ♦ 128 N. 2nd Street 4th Floor Courthouse - Yakima, Washington 98901 ♦ Phone (509) 574-2300

## **YCC 8:10**

Outdoor Festival : means an outdoor assembly of persons where the predicted total number of persons on the site is five hundred (500) persons or more, and where the duration of the program is five hours or longer except:

(a) outdoor festivals at a structure or facility such as a stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly that has been permitted for assembly purposes under the land-use, building safety, fire safety and health safety regulations of Yakima County and other applicable state or local regulations.

(b) Government-sponsored fairs held on regularly established fairgrounds.

(c) Circuses, traveling amusements, or carnivals, rodeo, animal show or rides, and all other occasional amusements, sporting events, or shows required to be licenses under other county ordinances including YCC 5.16.

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Yakima County Code Title 8.10 regulates Outdoor Festivals for events of 500 or more persons and where the event is five or more hours.

A person may apply for an outdoor festival permit for an event which would not otherwise be required to obtain one due to having a predicted total number of persons on site is below 500 and/or a program duration less than 5 hours or both to be exempt from the provisions of YCC 6.28 from 6:00 a.m. to 12:01 a.m. (8.10.110)

No person shall knowingly allow, conduct, hold, maintain, cause to be advertised, or permit an outdoor festival in the unincorporated area of the county unless a valid permit has been obtained as required by YCC Chapter 8.10. One permit shall be required for each festival and may be granted for a period not to exceed sixteen (16) consecutive days.

### Application Requirements:

- Application for an outdoor festival permit shall be in writing and filed with the Yakima County Public Services Department: Planning Division.
- Applications shall be filed not less than forty five (45) and no more than three hundred sixty five (365) calendar days prior to the first scheduled day of the festival.
- All applicable permit fees shall be paid at the time of the application.
- Applicants for Outdoor Festivals shall be over the age of 18 years.
- Property owners if other than the applicant must submit a written consent for the activity on the property.
- Written confirmation must be obtained by the Yakima Health District after review of the plans for the festival.
- Written confirmation from the county sheriff must be obtained concerning traffic control and crowd protection.
- Written confirmation from the county fire marshal as to the approval of the provisions and rules/policies of the fire code.
- A written statement of consent from the applicant will be required to ensure county law enforcement officers, fire-control officers and other necessary governmental personnel shall have free access to the festival site.
- The applicant shall verify that the materials submitted for application are to the best of the applicant's knowledge, under the penalty of perjury.

### Timelines:

Within 15 days of the date of filing a complete application the board shall schedule a time to approve, deny or approve with conditions the applicants permit.



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## Cash Deposit/ Surety Bond Insurance

After approval of an outside festival permit the applicant shall deposit with the county treasurer the sum of ten thousand dollars (10,000) cash, or surety bond in like sum. The bond or deposit shall be used to pay any costs or charges incurred to regulate health or to clean up afterwards outside the festival grounds, or any extraordinary costs or charges incurred for law enforcement or to regulate traffic or parking.

## Revocation of Permits

Revocation of any permit granted pursuant to this chapter shall not preclude the imposition of penalties as provided for in Chapter 8.10 or the laws of the state of Washington. Any permit granted shall be summarily revoked by the issuing authority when it finds that by reason of emergency the public peace, health, safety, morals or welfare can only be preserved and protected by such revocation.

## Distance from Habitation (house)

No outdoor festival shall be operated in a location which is closer than three hundred yards from any house, residence or other human habitation as measured from the sound source, however this shall not apply if the owner of each residence within said distance waives this requirement in writing.

## Noise Levels

Sounds created by an outdoor festival permitted by this chapter shall be exempt from the provisions of YCC 6.28 from 6:00 a.m. to 12:01 a.m.

## Age of Patrons

No person under the age of eighteen years shall be admitted to any outdoor festival without the escort of his or her parents or legal guardian and proof of age shall be provided upon request.

## Hours

Outdoor festivals may be conducted between the hours of 6:00 a.m. and 12:01 a.m. Monday through Sunday.

## Posting

Any permit granted shall be posted in a conspicuous place on the site of the festival and is not transferable or assignable.

## Penalty

Any person, firm, or corporation violating any of the provisions of Title 8:10, or violating or failing to comply with any order issued or made pursuant to its provisions shall severally and for each and every violation and non-compliance respectively, be subject to a civil infraction as provided for by Chapter 7.80 RCW in the amount of not less than \$500.00.

# Outdoor Festival Permit

## Process Flow Chart

