



Special Event Permit Application

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THIS APPLICATION.
A PERMIT FEE IN THE AMOUNT OF \$35.00 IS DUE UPON APPROVAL.**

REQUIRED:

- A. **Site plan** showing location of event on the property
- B. Copy of any form of **event advertisement**, if available

Name of Applicant: _____

Mailing Address: _____

Email Address: _____ Phone: _____

EVENT DETAILS:

Date: _____ Hours: _____ Number of Guests: _____

Type of Event: _____

Location: _____ Zoning: _____

Property Owner(s): _____

Mailing Address: _____

Phone: _____ Email Address: _____

Date

Signature of Applicant

Please contact Cindy Williams at (910) 692-4003 or cwilliams@southernpines.net for assistance.

TENT PERMITS ARE ISSUED SEPARATELY AND REQUIRE ADDITIONAL DOCUMENTATION.

Approved:		
_____	Permit #: _____	Date Issued: _____
Town of Southern Pines Zoning Official		
Fee: \$ _____	Date Paid: _____	Method of Payment: _____

**TOWN OF SOUTHERN PINES PLANNING & DEVELOPMENT DEPARTMENT
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
910-692-4003
www.southernpines.net**