



# 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](mailto:cwilliams@southernpines.net) for assistance.

**TENT PERMITS ARE ISSUED SEPARATELY AND REQUIRE ADDITIONAL DOCUMENTATION.**

<b>Approved:</b>		
_____ Town of Southern Pines Zoning Official	Permit #: _____	Date Issued: _____
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**