

MOHAVE COUNTY DEVELOPMENT SERVICES

P. O. Box 7000 Kingman, Arizona 86402-7000 3250 E. Kino Ave, Kingman www.Mohave.gov Telephone (928) 757-0903 FAX (928) 757-3577

Application for Special Events

Mohave County Zoning Ordinance Section 37.Z

It is strongly recommended you contact a Planner at 928-757-0903 or email planners@mohave.gov to assist you in determining the requirements for your event.

The purpose of these regulations is to protect the health, safety, and welfare of visitors, event participants, and the general public as well as prescribing a uniform permitting process for Special Events. These regulations provide for the planning and operation of Special Events for the benefit of enhancing event patron and participant experience while minimizing adverse impacts to non-patrons including area residents and businesses, emergency service providers, and the traveling public.

A Special Event is any temporary activity held indoors or outdoors, on public or private property, in which persons are encouraged or invited to watch, listen, participate, or purchase goods and/or services with or without charge. A Special Event shall not include private weddings, family reunions, funeral ceremonies, meetings at established places of worship, elections, private yard sales, or private parties in residential or residential yards among family and friends, charity car washes, school activities on school property, organized league sport activities and activities such as nonprofit merchandise promotions that could otherwise be lawfully conducted in accordance with the provisions of the zoning ordinances in the district where such promotion takes place.

A Special Event Permit is required for any Special Event expected to have 100 or more persons in attendance at one time. A Special Event expecting 250 or more persons in attendance at one time must also be approved by the Board of Supervisors. Events on locations or in facilities that have been zoned and developed to accommodate the event and public attendance associated with the event, do not require a Special Event Permit.

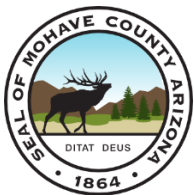
For events expecting less than 250 persons in attendance at one time, the applicant shall submit a complete application for a Special Event Permit no later than 15 days prior to the start date of the event. For events expecting 250 or more persons in attendance at one time, the applicant shall submit a complete application for a Special Event Permit no later than 45 days prior to the start of the event. An expedited special event permit application is required if the application is submitted less than 45 days prior to the start of the event for more than 250 persons or is submitted less than 15 days prior to the start of the event for less than 250 persons. For expedited reviews of events expecting more than 250 persons, the application will need to be submitted at least 15 days prior to the last scheduled Board of Supervisors Meeting prior to the start of the event.

A Special Event Permit may be approved for one Special Event lasting no more than four (4) consecutive days within a six (6) month period. If multiple Special Events are planned or anticipated for the same property, or the Special Event is expected to extend more than four (4) consecutive days in duration, the applicant shall obtain a Special Use Permit (SUP) or rezone the property to an appropriate zone prior to the second event.

Use of land in violation of this section shall constitute a public nuisance. Any person, firm, or corporation violating this section is guilty of a class 2 misdemeanor. Each day during which the illegal maintenance or use continues is a separate offense. The Mohave County Sheriff's Office shall enforce any criminal violations.

Pursuant to A.R.S. § 11-815, if any land is or is proposed to be used in violation of this Section, the Board of Supervisors by and through its authorized agent, the Development Services Director, as well as the Mohave County Attorney's Office, are authorized to institute injunction, mandamus, abatement or any other appropriate action or proceedings to prevent, abate or remove the unlawful use. The County is authorized to use any lawful means to enforce this Section.

Revised 3.2022



SPECIAL EVENT PERMIT APPLICATION

Inquiry Information

Date Received: _____ Permit Number: SE-_____

Have you contacted a representative from the Planning and Zoning Division of Mohave County Development Services prior to submitting this application? ☐ Yes ☐ No

Property Information

Assessor Parcel Number: _____ Zoning: _____ Parcel Size: _____ Acres

Legal Description:

Event Information

Event Description

Date(s) of Event: _____ Hours of operation - Event Hours: _____ Venue Open / Close: _____

Anticipated daily number of Participants / Spectators: _____ Vendors: _____ Onsite support staff: _____

Types of products served / sold by vendors: _____

Will Alcohol be served? ☐ Yes ☐ No

Will Alcohol be sold? ☐ Yes ☐ No

Note: this permit does not include a liquor license. If the applicant is seeking a liquor license, they must contact the Clerk of the Board at least 30 days prior to the event.

Describe any anticipated noise that is likely to occur and the estimated decibel level at the property boundary:

Describe any proposed dust control measures: _____

Describe existing restroom: _____ Septic capacity: _____ Portable toilets proposed: _____

Owner Information

Owner Name(must match current deed): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Agent Information (to be completed if owner has appointed an agent to complete the application process)

Agent Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Owners Signature(s): _____

REQUIRED ATTACHMENTS:

Acknowledgments confirming Special Event notification coupled with any specific requirements or conditions from the following entities: ***Correspondences need to be included with the application.***

- ☐ Mohave County Sheriff's Office
- ☐ Mohave County Public Works Department
- ☐ Mohave County Public Health Department
- ☐ Mohave County Risk Management
- ☐ Mohave County Environmental Health Department
- ☐ Mohave County Environmental Quality Department
- ☐ Local Fire Department or Fire District
- ☐ Local Emergency Medical Services
- ☐ Arizona Department of Public Safety and Arizona Department of Transportation (If a State Highway Facility provides primary ingress/egress to the Special Event venue)

Commitments confirming provision of onsite security, sanitary, and transportation services supporting Special Event operations. Service providers may include the following entities ***as applicable:***

- ☐ Private security company and/or off-duty law enforcement officers
- ☐ Event management company and/or transportation consulting firm
- ☐ Portable toilet vendor
- ☐ Solid waste clean-up and removal vendor
- ☐ Traffic control contractor
- ☐ Parking operations contractor

A sample notification letter is required if the applicant proposes to have off-site parking, outdoor amplified sound, or street closures. The notice must include:

1. A description of the event.
2. Contact person and a phone number that people can call prior to, during, and after the event.
3. Set up and tear down times, and the anticipated attendance for the event.

Staff must approve the event notice before it is sent out. Notification must be sent out two (2) weeks prior to the event. The Department will provide the applicant with a list of property owners within the 300-foot notification boundary.

- ☐ Attached
- ☐ Not applicable

Fee

\$50 (for 100-249 attendees at the same time)

\$150 (for 100-249 attendees at the same time - complete submittal received less than 15 days prior to the start of the event)

\$250 (for 250 or more attendees at the same time)

\$750 (for 250 or more attendees at the same time - complete submittal received 45-15 days prior to the start of the event)

Special Event Drawing

Please provide a drawing of an overview of the event activity areas. You MUST include the following:

☐ Indicate North ☐ Parking Area ☐ Overflow Parking ☐ Venue access points ☐ Location of loudspeakers (if any)

☐ Indicate location of structures with distances in feet

Lot Rear

Lot Front / Street

Contacts

Department	Phone	Contact Person	Email
Sheriff	928-753-0753	Micaela Carlson	carlsm@mohave.gov
Public Works	928-757-0910	Greg Vandevier	vandeg@mohave.gov
Risk Management	928-757-0930	Byron Steward	stewab@mohave.gov
Public Health	928-753-0794	Teira Morrison	morrit@mohave.gov
Enviromental Quality	928-757-0903	Jo-Anne Barcellano	barcej@mohave.gov
Envirnmental Health	928-757-0901	Evelyn Izaguirre	izague@mohave.gov
Building	928-757-0903	Gilbert Smaby	smabyg@mohave.gov
ADOT (Kingman)	928-681-6019	Sam Massey	smassey@azdot.gov

Fire Departments			
Beaver Dam / Littlefield	928-347-5114	Lake Mohave Ranchos	928-767-3300
Bullhead City	928-758-3971	Mohave Valley	928-768-9113
Colorado City	928-875-2400	Northern Arizona Consolidated	928-757-3151
Desert Hills	928-654-3333	Oatman	928-768-2102
Ft. Mohave Mesa	928-768-9181	Pine Lake	928-757-3570
Golden Shores	928-768-4546	Pinion Pine	928-757-1207
Golden Valley	928-565-3479	Yucca	928-766-2002

Emergency Medical Services	
River Medical	928-757-9235