



TOWN OF WILSON'S MILLS  
**TEMPORARY USE/SPECIAL EVENTS  
PERMIT APPLICATION**

**Planning Department**  
**PO Box 448, Wilson's Mills, NC 27593**  
**Phone: (919) 938-3885 / Fax: (919) 938-1121**

**FILING INSTRUCTIONS:**

\_\_\_\_\_ The following must be submitted for the application to be considered complete:

- A Sketch Plan showing the boundaries of the property, the use of adjacent properties, the location of the special event or structure on the property, access and parking provisions, restroom facilities, and other information sufficient to show that the special event or structure complies with the standards set forth in Article 15 of the Wilson's Mills Development Ordinance (WMDO) and any other applicable standards and specifications.
- Owner consent form if applicant is not the owner.

\_\_\_\_\_ Permits shall only be valid for the dates on this permit.

\_\_\_\_\_ The applicant must complete this application in full. This application will not be processed unless all information requested is provided and the owner has provided consent.

\_\_\_\_\_ Remittance of associated fee(s)\* to accompany this application. (*\*See Town of Wilson's Mills fee schedule*)

\_\_\_\_\_ All permits are subject to associated building and trade permits from the Johnston County Inspections Department with required fees for permits, inspection fees, electric etc. To schedule an inspection, please call 919-989-5060.

**EVENT/USE INFORMATION:**

Type of Event: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Will outside tents/canopies be used? \_\_\_\_\_ Yes \_\_\_\_\_ No      Is the event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe how parking, safety, security and restroom standards will be met: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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