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Special Event Special Use Permit Procedures Attachment E

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When is a Special Use Permit Required?

Outside of the [Downtown Overlay District](#), if four or more special events have already been held at the same site during the same calendar year, or the event is planned to exceed four days in length (not counting set-up and take-down days), a Special Use Permit is required. A Special Use Permit is a special authorization made by the Zoning Administrator or the Board of Adjustment that the request *"is in conformance with the intent of this (Mesa City) Code, . . . and will be compatible with, and not detrimental to, adjacent properties or the neighborhood in general* (Mesa City Code, Section 11-1-6, paraphrased). Approval of Special Use Permits requires a public hearing and special legal advertising and posting. The process also requires notices of the scheduled meeting to be sent to adjacent landowners.

How Do I Apply?

Applications for Special Use Permits are available through the Planning Division located at 55 N. Center St. A pre-application meeting is required. At this meeting, City staff will ask questions about the general nature of the event. Staff will also provide information regarding submittal requirements, application deadlines, public hearing dates and fees. Based on the information supplied to staff at this meeting, a determination will be made as to the extent of the public notice requirements, and the types of submittals needed to evaluate and support the request.

Is There a Fee?

There is a fee for a Special Use Permit for a special event. The Special Use Permit fee is in addition to any other fees for the Special Event License, or any other licenses or permits required, based on the activities proposed. See [schedule of fees and charges](#).

How is the Application Evaluated?

Each request is individually evaluated based on the merits of that case. Factors such as site conditions, the condition of surrounding properties and the planning of the event are taken into account and analyzed for compliance with the City Code requirements. Particular attention is paid to plans that mitigate or reduce detrimental impacts to surrounding properties. Examples include plans that reduce on-street parking in adjacent neighborhoods or methods used to reduce excessive noise or glaring light. If an event has been previously staged, the staff may review how well those events were managed, including the set-up and clean-up periods. Depending upon the type of event, evidence of compliance with other City Ordinances may also be needed.

Who Decides the Case?

Almost all cases are decided at a public hearing by a hearing officer called the Zoning Administrator. Based on the information provided by the applicant and the staff, and public testimony at the hearing, the hearing officer will then decide on the request based on statutory requirements. Zoning Administrator decisions may be appealed. However, appeals involving Special Event applications have historically been very rare. Once a Special Use Permit is approved, the applicant will receive a copy of the written approval that should then be given to the Tax and Licensing Division staff.