



Town of Riverdale Park
 5008 Queensbury Road
 Riverdale Park, MD 20737
 (301) 927-6381

County Permit Number: _____

Town Permit Number: _____

Special Event Application

Contact/Applicant: _____
(Name) (Phone Number)

Property Information: _____
(Building Number) (Street Name) (Apartment/Suite)

Event Coordinator Information:

(Name) (Phone Number)

(Building Number) (Street Name) (Apartment/Suite)

(City) (State) (Zip Code)

Event Information:

Days of Operation: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

(Date(s) of Operation) (Hours of Operation)

(Event Description)

Security Information:

(Company Name) (Phone Number) (Hours)

(Contact Person Name and Phone Number) (Number of Security Officers)

Required Documents:

- Signatures of residents/businesses within 300ft
 - Printed name, phone number, and address (*Required*)
- Events one week or less: \$100 fee
- Events longer than one week: \$150 fee
 - Non-profit Organizations are exempt from the fee
- A site plan showing the following:
 - Parking plan
 - Traffic flow plan
 - Entrance/Exit
- Prince George's County Permit
- Letter from property owner (*If applicable*)

I affirm under the penalty of perjury that the information contained in this application is true and correct to the best of my knowledge, information and belief.

 Signature

 Date

(Staff proceed to reverse side)

Office Use Only

Check the following:

- Copy of Prince George's County Permit or;
- Copy of Prince George's County Use and Occupancy Certificate (U&O)
- Copy of Health Department Permit (*If applicable*)
- Signed letter from property owner stating the information of event and approval. (*If applicable*)
- Copy given to applicant of Noise Ordinance Chapter §50-11: _____ (*Applicant to initial*)
- Verify the signatures meet requirements:
 - Name (*Printed*)
 - Signature
 - Address
 - Phone Number
- When payment is received 2 copies must be made.
 - One copy stays with the application
 - One copy, along with payment, goes to "Accounts receivable"

General Knowledge:

- When an event is for one day, County will issue a permit versus a U&O. The event will receive a U&O after the inspection of the event is completed.
- Health Department Permit is required when food will be sold at the event.
- A signed letter from the property owner is **NOT** required when the property owner is hosting the event.
- Copies of the Noise Ordinance Chapter is available on the server under "License and Permits" > "Special Event".
- Original signatures *must* be submitted. The applicant can have a copy, if needed.