

Special Events – Charlotte Department of Transportation

Establishment Notification Form

Special Events at times requires that event organizers notify all impacted businesses, places of worship, and places of learning at least four weeks prior to their event date. Organizers must submit a record of this notification to the Special Events Office prior to any permit being issued.

We are providing this form to assist organizers in recording this information. Accepted methods of communication include in-person conversations, phone calls, and email exchanges. Organizers must notify a manager or owner of the establishment. Please cover all of the following information during your exchange so you will accurately represent the impact of your event:

1. Name of the event
2. Name of the sponsoring organization (if applicable)
3. Date(s) and times of the event
4. Description of the associated road closures and the timeframe of road closures (if different from the times of the event)
5. Description of event and information about the noise impacts of the event, such as music and other amplified sound. Fireworks shall be mentioned (if applicable)
6. Name and contact information of the Event Organizer (including a phone number)
7. Website associated with the event (if applicable)

ESTABLISHMENT NAME	CONTACT NAME	DATE & METHOD OF CONVERSATION

PLEASE CONTINUE ON OTHER SIDE IF NEEDED.

[illegible]