

City of Charlotte | Public Space Permit Information

City staff can answer any questions you may have about the public space permit and assist you in the application process. Please reach out to PublicSpacePermits@CharlotteNC.Gov for assistance.

TRAFFIC AND SECURITY

If your event has more than 200 people, it is recommended that you hire off-duty Charlotte Mecklenburg Police Department (CMPD) officers to be on site during the time of your event and is a requirement if your event plans to serve/sell alcoholic beverages. If CMPD off-duty officers are not available, private security companies are recommended. All events of more than 50 people must notify the CMPD Community Officers for the jurisdiction that the public space is located in.

CMPD off-duty officers are only required if your event has a street closure (see “Closing Streets” below) or if City of Charlotte deems elements of your event as having higher risk (this includes the sales of alcohol, etc.)

CMPD Secondary Employment and Special Events (Off-Duty)

The Charlotte-Mecklenburg Police Department authorizes its police officers to provide law enforcement related services, such as traffic direction and business security in exchange for a fee paid by the employer.

Contacts:

- Secondary Employment Office – 704-336-3229
- Officer Eric Crawford, Secondary Employment Coordinator – eric.crawford@cmpd.org
- Officer Matt Sammis/Officer Dondi Pogue, Special Events Coordinators – msammis@cmpd.org, dpogue@cmpd.org

CMPD Community Officers

For events over 50 people, all CMPD community officers must be notified at least one week before the event.

Five Points Plaza and The Ritz at Washington Heights (Metro Division):

- Ofc. Greg McTigue (gmctigue@cmpd.org)
- Ofc. Lokia Monroe (lmonroe1@cmpd.org)
- Ofc. Christopher Pinckney (cpinckney@cmpd.org)
- Ofc. Carolynn Prather (carolynn.prather@cmpd.org)
- Ofc. Denzel Samuels (denzel.samuels@cmpd.org)

The Green at Prosperity Village (North Division):

- Ofc. David Tropeano (dtropeano@cmpd.org)
- Ofc. Wes Rightsell (wrightsell@cmpd.org)
- Ofc. Ryan Kowaleski (rkowaleski@cmpd.org)
- Ofc. David Carlson (dcarlson@cmpd.org)
- Ofc. Mackenzie Dziendziel (mackenzie.dziendziel@cmpd.org)

SANITATION

All events with an expected attendance of more than 450 people are required to provide waste removal services. Every event must restore the event site to its original condition following the conclusion of an event. This includes cleaning of all furniture and paved surfaces of food, debris, and stains. Large events that take place on City property may contract with the City's Solid Waste Service Department for these services for a fee.

If attendance is 200 or more people, the event organizer is responsible for providing port-a-johns with hand sanitizing stations. Appropriate number of units will be determined by the city planning staff. A standard of one stall for every 200 people expected to attend is generally applied.

If Potable/Non-Potable Water is needed for bollards, drinking, or cooling at the event, please contact Charlotte Water's customer service line for assistance.

Solid Waste Collection and Removal

- Event organizer is solely responsible for the cleaning and maintaining of the event site during the event.
- Event organizer must restore the site to its original condition to the satisfaction of the City.
- Event organizer must provide trash receptacles, personnel, and vehicles for trash collection and disposal.
- If utilizing City trash collection services, notice of event along with a copy of the approved permit must be provided no less than 30 calendar days prior to the event.
- City-provided trash service will consist of:
 - Trash receptacle delivery and setup
 - Trash removal from a pre-determined, City-approved location

The City's Solid Waste Service Department can answer any additional questions you may have regarding trash collection and may meet with the event organizer/coordinator on-site prior to the event to establish a plan for collection and estimate any fees associated with collection. You may reach Solid Waste at (704) 336-2253.

Charlotte Water

If water is needed for an event, Charlotte Water may be reached at <https://charlottenc.gov/Water/AboutUs/Pages/Contact.aspx>

AMPLIFIED SOUND

Sound magnified through any amplification device (speakers, microphone, bullhorn, etc.) is considered amplified sound and is regulated through the [City's Noise Ordinance \(Section 15-64\)](#). The Noise Ordinance outlines specific levels of amplified sound allowed depending on the location and time of the

event. Amplified sound is permitted between 8am and 9pm, Sunday through Thursday, and 8am-11pm, Friday and Saturday.

If you are having amplified sound at your event, a [Sound Application Permit Request-Public Right of Way](#) must be filed within one week of your event.

CMPD Noise Permits

The CMPD Noise Permit office can answer questions about the use of amplified sound in City-owned public spaces prior to your event if needed. You will click on the link below to fill out an application 7 days before your event.

Sound Application Request-Public Right of Way:

https://charlottenc.seamlessdocs.com/w/Permit4SAE_PUBLIC

Coordinator: Danielle Strayer, NoisePermits@cmpd.org

FOOD/DRINK & RETAIL VENDORS

The North Carolina "Rules Governing the Sanitation Food Service Establishments" require food service operators at festivals, public exhibitions, and special events to obtain a permit, from the local health department, to prepare and sell food to the public. These food or drink establishments, considered Temporary Food Establishments (TFE's), may operate for a period of 15 days or less. No food preparation or sale of prepared food is permitted until a permit is issued by the health department. We suggest working with food operators and food trucks that are already permitted (the County Health Department maintains a list of permitted food operators and trucks).

Temporary Food Establishments

For questions and additional resources regarding TFEs, required permits, and associated fees for events offering TFEs, please visit the Mecklenburg County Health Department's website:

<https://health.mecknc.gov/envhealth/food-and-facilities-sanitation>

Preparing food and selling on site by non-permitted vendor is not permitted in City of Charlotte public spaces at this time. Please reach out to the Mecklenburg County Health Department for more information.

ALCOHOLIC BEVERAGES

Selling beer and/or wine is permitted with special approval from the City of Charlotte through this application process. A written letter of request is required, and details of beer/wine sales must be included. If you are NOT selling beer and/or wine, you must still get permission to serve. Beer/wine must be contained to the plaza area, and you must stay in the plaza to consume alcohol. At this time, the serving and sales of beer/wine must be made by a vendor already permitted by the ABC.

Beer and wine sales require additional insurance (Host Alcohol Liability Insurance \$1,000,000 is required and must be obtain at least 30 days prior to your event) by the applicant. Liability insurance is available through any commercial insurance agent. Vendors must list the City of Charlotte as additional insured.

Beer and wine sales require off-duty police offers through CMPD Secondary Employment and Special Events (see page one for contact information).

TENTS

If your event requires tents, they must be secured with sandbags or water barrels. Tents will be no larger than 10' X10'. Tents larger than 10'X 10' must be approved by the City of Charlotte through this process, but no tents larger than 20'x20' will be considered.

CLOSING STREETS

If you would like to close a street adjacent to the public space in which you are hosting an event, you must obtain a Special Events Permit through the CDOT office. An application must be made at least 30 days before the event. Event dates can fill up for street closures. Those dates are posted on the website below. Commercial general liability insurance, CMPD Secondary Employment officers (see resources below), and application fee are required.

Eligible Streets Adjacent to Public Spaces:

- Five Points Plaza – State Street and Trade Street (past 1800 Rozzelles Ferry Rd.)
- The Green at Prosperity Village – Docia Crossing
- The Ritz at Washington Heights – Tate Street

Special Events Permit

Have question re: a Special Events Permit that is expected to close or encroach into a public right-of-way (sidewalk or street)? Contact Joseph Yanicak (Special Events Supervisor)

jyanicak@charlottenc.gov, 704-336-5531

<https://www.charlottenc.gov/Services/Permits/Event-Permits>

ADDITIONAL CONSIDERATIONS

- If businesses are surrounding your location that will possibly be used for parking it is your responsibility to contact these businesses to seek permission to park.
- If your event is a first-year major event with more than 450 people and the surrounding neighbors will be impacted, you may be required to attend a neighborhood association meeting to give a brief overview of your event.
- If having amusements present at your event (including inflatables, rides, etc.), all vendors must have \$1,000,000 liability insurance. Liability insurance is available through any commercial insurance agent. Vendors must list the City of Charlotte as additional insured.
- City of Charlotte reserves the right to terminate any contract at any time and for any or no reason.

EVENT ITEM CHECKLIST

| Item | Takeaway(s) | Contact |
|-----------------------------|---|--|
| Traffic and Security | Off-duty officers required for any event serving alcohol. Community officers (see first page) must be notified of event regardless. | Secondary Emp. Office, CMPD (704) 336-3229 |
| Sanitation | All events expected to have 200 or more attendees will require coordination with Solid Waste | Contact Solid Waste at (704) 336-2253 |
| Sound | A noise permit is required for any event expected to have amplified sound or music. | Contact CMPD for noise permits at NoisePermits@cmpd.org |
| Food and Drink | For any event planning on serving food, there may be additional fees from the Mecklenburg County Health Department. | Contact Meck. Co. Public Health at (980) 314-1620 |
| Alcohol | In addition to requiring off-duty officers, event coordinator must have insurance, and vendors serving must have ABC permits. | Coordinate with Urban Design Center Staff for questions. |
| Street Closure | Any impact to adjacent rights-of-way (streets and sidewalks) that would result in closure must be coordinated with Charlotte Department of Transportation and requires a special events permit. | Contact Joseph Yanicak at (704) 336-5531 |

If you need any assistance with the above information or application, please reach out to:

Urban Design Center
City of Charlotte Planning, Design, & Development Department
publicspacepermits@charlottenc.gov