



Planning and Zoning
Department of Transportation and Development
 Development Services Building
 150 Beaver Creek Road | Oregon City, OR 97045
 503-742-4500 | zoninginfo@clackamas.us
 www.clackamas.us/planning

STAFF USE ONLY

Staff Initials: _____ File Number: _____

EVENT INFORMATION FORM

The information on this form will be used to assess whether a land use permit is required for your proposed event and to coordinate with relevant agencies (e.g., fire district, traffic safety) to consider any safety impacts that may result from your event.

EVENT ORGANIZER INFORMATION			
Name of event organizer:			
Mailing address:	City:	State:	ZIP:
Event organizer phone:	Email:		
Contact person to be available during the event:	Contact person phone:		

EVENT DESCRIPTION		
Detailed description of event (attach additional pages if necessary):		
Date(s) of event:	Hours of event:	Estimated number of participants (daily):

EVENT SITE INFORMATION
Event site address:
Map and tax lot #: <div style="margin-left: 40px;"> Township: _____ Range: _____ Section: _____ Tax Lot: _____ </div> <div style="margin-left: 40px;"> Township: _____ Range: _____ Section: _____ Tax Lot: _____ </div> <div style="margin-left: 40px;"> Township: _____ Range: _____ Section: _____ Tax Lot: _____ </div>

A. Turn in all of the following:

- Complete information form:** Respond to all the questions and requests in this form.
- Plot plan:** Provide a plot plan (also called a site plan). A [Plot Plan Sample](#) is available from the Planning and Zoning website. The plot plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The plot plan must illustrate all of the following (when applicable):
 - All lot lines;
 - Existing structures and proposed/temporary structures (including tents and portable toilets);
 - Event parking areas; and
 - How guests will access and exit the property.

B. Answer the following questions:

Accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. Are there buildings to be used for the event? If so, how many and of what type (e.g. barn, house, tents, portable toilets)?

2. Will there be music? If so, what hours will the music be played?

3. Have you obtained a noise variance from the [Sheriff's Department](#) to play music?

NO

YES

4. How will guests access the property?

5. Where will guests park?

6. Will you serve food? If yes, have you contacted the County's [Public Health Division](#)?

7. Will you serve alcoholic beverages? If so, have you acquired a liquor license from the Oregon Liquor Control Commission?

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?
翻译或口译? | Cán Biên dịch hoặc Phiên dịch? | 번역 또는 통역?