



Wasco County Planning Department

"Service, Sustainability & Solutions"

2705 East Second St. • The Dalles, OR 97058

(541) 506-2560 • wcplanning@co.wasco.or.us

www.co.wasco.or.us/planning

OUTDOOR MASS GATHERING APPLICATION COVER SHEET and INSTRUCTIONS

APPLICATION FORM: A blank application form is attached. The application form must be submitted in person to Wasco County Planning. The event organizer and all property owners must sign the application. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified. If the applicant does not respond or fails to provide the required information, the application will be denied and the application fee (less County costs) will be returned to the applicant.

A complete application for an Outdoor Mass Gathering must be submitted at least 60 days prior to the event.

FEE: Make check payable to Wasco County Planning:

\$5000 Large Gathering – Attendance of more than 3,000 for 24 to 120 hours

DEED: Include a copy of the most recent recorded deed or title transfer document that shows all property owners and the legal description for the subject property. Deeds are available from a title company or the Wasco County Clerk at 511 Washington Street, Room 201, The Dalles, Oregon 97058.

SITE PLAN: Include a site plan, drawn to scale, showing the types, numbers and locations of the following:

- | | | |
|----------------------------------|-------------------------------------|---------------------------|
| § Existing Structures | § Proposed Temporary Structures | § Streams/Bodies of Water |
| § Water Supply | § Toilets & Washing Facilities | § Solid Waste Collection |
| § Food Prep & Service Facilities | § Parking, Ingress & Egress Surface | § Surrounding Vegetation |
| § Camping Areas | § First Aid/Medical Standby | § Other: _____ |

FIRE PROTECTION: Include a copy of the proposed fire protection plan coordinated with the applicable fire district. If outside a fire district, provide approval from the Office of the State Fire Marshall or fire prevention district that would respond in event of an emergency.

ENVIRONMENTAL HEALTH: Include a copy of the environmental health plan coordinated with the North Central Public Health District, relating to water supply and usage, sewage, waste storage and disposal, and sanitary food service. Contact North Central Public Health at 419 East Seventh Street, The Dalles, OR 97058 or 541.506.2600.

PUBLIC SAFETY: Include a copy of the public safety plan coordinated with the Wasco County Sheriff's Office addressing parking and crowd control provided by the Organizer. Contact the Wasco County Sheriff's Office at 511 Washington Street, Room 102, The Dalles, OR 97058 or 541.506.2580.

ACCESS & TRAFFIC CONTROL: Include a copy of the access and traffic control plan coordinated with the Wasco County Public Works Director. An Operations Permit will be required. Contact Wasco County Public Works at 2705 East Second Street, The Dalles, OR 97058 or 541.506.2640.

POLICIES AND PROCEDURES

1. Once a complete application is received, the Planning Department will schedule the mandatory public hearing before the Wasco County Board of Commissioners.
2. Planning staff will request comments from other County departments and affected agencies. The event organizer may be required to meet in person with County staff and/or affected agencies to discuss, clarify and possibly amend the application.
3. Planning staff will then prepare a report that:
 - a. Describes the application and requested Outdoor Mass Gathering;
 - b. Summarizes relevant comments from County department, affected agencies and the public ;
 - c. Describes pertinent facts and whether the request complies with the LUDO and other applicable ordinances and regulations;
 - d. Makes a recommendation decision to approve (with any conditions) or deny the event.
4. A copy of the report will be sent to the applicant and any representative listed on the application and forwarded to the Board of Commissioners for the public hearing and final action.
5. Notice of the public hearing will be mailed to the applicant and property owners within the 750 foot notification area. Notice will be mailed not less than 10 days prior to the scheduled hearing.
6. After the public hearing, the Board of Commissioners will consider all documents and evidence and issue an order approving or denying the application based on whether or not the applicable standards and criteria are met.

OUTDOOR MASS GATHERING APPLICATION CHECK LIST

- Application and Fee (must be submitted at least 45 days prior to the requested event)
- Site Plan
- Copy of Recorded Deed or Title Transfer Instrument
- Proof of Insurance
- Fire Protection Plan (Contact the applicable local fire district or Office of the State Fire Marshall)
- Environmental Health Plan (Contact North Central Public Health at 419 East Seventh Street, The Dalles, OR 97058 or 541.506.2600)
- Public Safety Plan (Contact the Wasco County Sheriff's Office at 511 Washington Street, Room 102, The Dalles, OR 97058 or 541.506.2580)
- Parking and Traffic Control Plan (Contact Wasco County Public Works at 2705 East Second Street, The Dalles, OR 97058 or 541.506.2640)
- OREGON LIQUOR CONTROL COMMISSION (OLCC) Permit – If alcohol will be available during the event, include a copy of the OLCC permit.



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OUTDOOR MASS GATHERING

PLAOMG - _____

FEE: _____

Date Received: _____ Planner Initials: _____ Date Complete: _____ Planner Initials: _____

APPLICANT/ORGANIZER CONTACT:

Name: _____ Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

PROPERTY INFORMATION:

Township Range Section Tax Lot(s)	Tax ID	Acres	Owner

Property Address/Location: _____

DESCRIPTION OF THE EVENT: (Indicate what will happen and when; attach additional sheets if necessary)

Additional pages/maps/pictures attached

EVENT DETAILS:

Estimated Attendance: _____ Dates and Times of Event: _____

First Day of Set-Up: _____ Last Day of Tear-Down: _____

On-Site Contact: _____ 24 HR Phone #: _____

Will sound amplification be used? YES NO If YES, explain: _____

Will alcohol be available during the event? YES NO If YES, explain (attach OLCC Permit): _____

SITE PLAN

A general site plan is required and MUST show the types, numbers and locations of the following:

- Existing Structures
- Water Supply
- Food Prep & Service Facilities
- Camping Areas
- Proposed Temporary Structures
- Toilets & Washing Facilities
- Parking, Ingress & Egress Surface
- First Aid/Medical Standby
- Streams/Bodies of Water
- Solid Waste Collection
- Surrounding Vegetation
- Other: _____

THE APPLICANT/PROPERTY OWNER SHALL CERTIFY THAT:

1. If the application is granted, Applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
2. Applicant will comply with all health and safety rules governing outdoor mass gatherings as adopted by the Oregon Department of Human Services and implemented through Wasco County's Land Use and Development Ordinance (LUDO) and other applicable regulations.
3. Applicant declares under penalties of false swearing (ORS 162.075 and 162.085) that all the above information and statements, site plan, attachments and exhibits transmitted herewith are true; and the applicants so acknowledge that any permit issued on the basis of this application may be revoked if it is found that any such statements are false.
4. Applicant and Property Owner hereby grant permission for and consent to Wasco County, its officers, agents and employees, as well as public health and fire control officers to come upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application and/or monitoring the terms and conditions of the permit issued and any other applicable laws or ordinances.
5. Applicant and Property Owner have read the entire contents of the application, including the procedures and criteria, and understand the requirements for approving or denying the application.

SIGNATURE OF APPLICANT AND EACH OWNER OF THE SUBJECT PROPERTY

Applicant/Organizer Signature: _____ Date: _____

Printed Name: _____ Organization: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

Owner Signature: _____ Date: _____

Printed Name: _____

SHADED AREA TO BE COMPLETED BY PLANNING DEPARTMENT

Legal Parcel NO YES
Deed/Land Use Action: _____

Previous Map and Tax Lot: _____

Past Land Use Actions: If yes, list file #(s) _____ NO YES
Still subject to previous conditions? NO YES

Zoning: _____

Environmental Protection Districts – List applicable EPDs:

- EPD # _____
- EPD # _____
- EPD # _____
- EPD # _____

Water Resources

Are there bodies of water on property or adjacent properties? NO YES

List: _____

- Fish bearing (100 ft buffer) Non fish bearing (50 ft) Not identified (25 ft)
- Irrigation ditch (50 ft buffer)

Access:

Property has a legal access from: _____

County or ODOT approach permit is required? NO YES

Address:

Address exists and has been verified to be correct? NO YES

Address needs to be assigned after approval? NO YES

Pre-Application Conference Date & Time: _____