

TOWN *of* CARY

Film / Video / Photography Guide

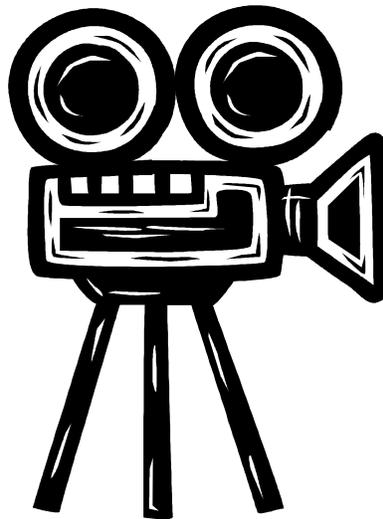


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APPLYING THIS GUIDE

This guide addresses production activities' impacts on the community regardless of a production's purpose or proposed use (see Production Classifications). It is irrelevant to the Town whether a production is commercial in nature or not-for-profit; what matters is if and how our citizens' daily lives might be affected by the associated activities.

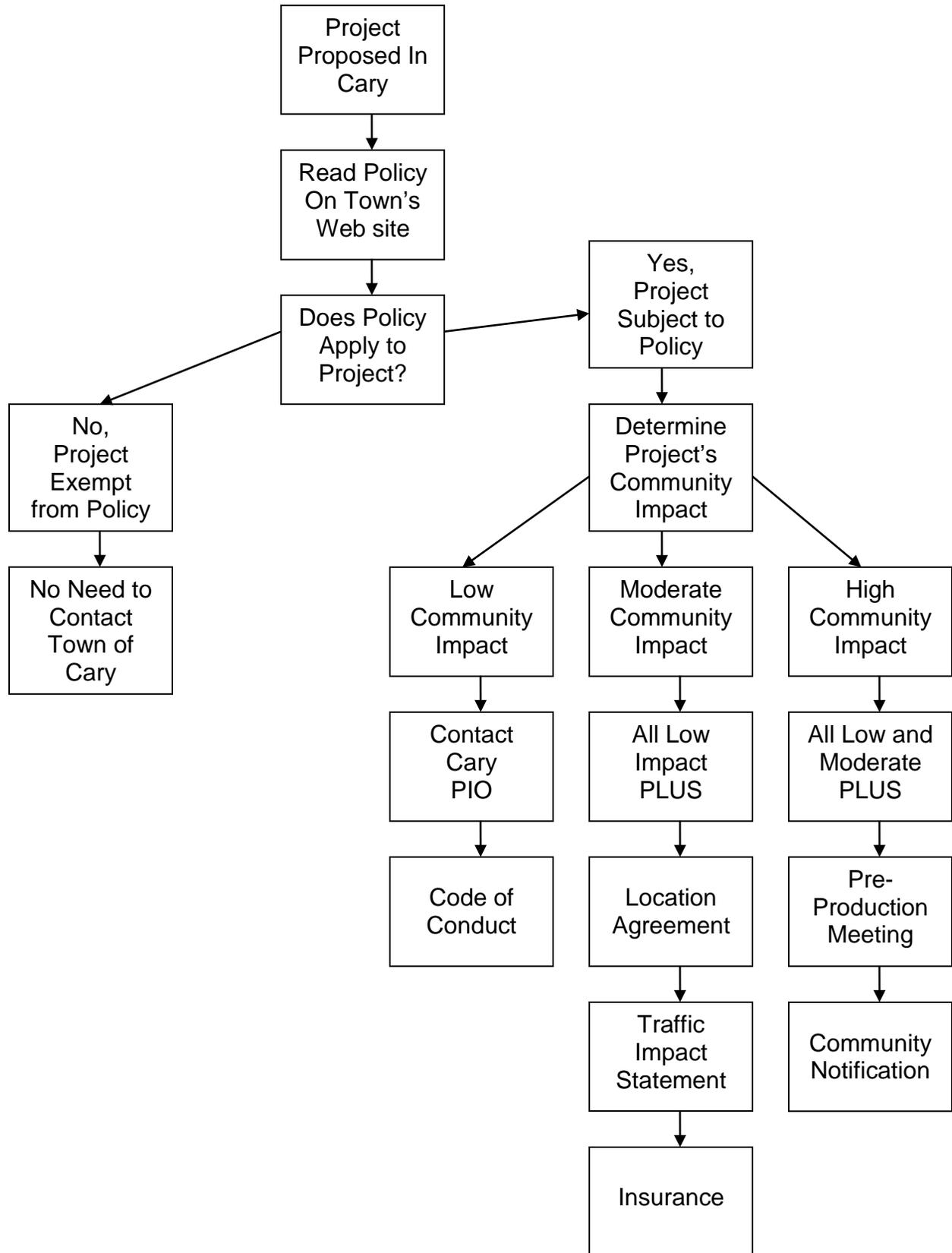
Therefore, for the purpose of the guide, "production" may include any film, video, or photographic activities based on impact and without regard to whether a production is commercial, educational, or professional.

This guide does not apply to bona-fide news media coverage of breaking news, entertainment, sports, or other special events. Also exempt are individual recording or photography activities that use no props or models and have no community impact (see Production Classification). Exempt projects need not contact the Town.

PROCESS SNAPSHOT

Take a look at our process flowchart on the next page. As it illustrates and as is detailed in this document, the process for producing in Cary is simple and straightforward.

TOWN OF CARY FILM/VIDEO/PHOTOGRAPHY GUIDE FLOWCHART



PHILOSOPHY

In recognition of their potential socioeconomic contributions, the Town of Cary welcomes film/video/photography productions in our community. And as with other civic, educational, and business efforts, we pledge the highest quality customer service to individual producers and production companies as well as to existing citizens and businesses that may be impacted by such ventures.

GUIDING PRINCIPLES

1. The Town of Cary will strive to create an environment that fosters success for film/video/photography productions.
2. Safety, health, welfare, property, and the environment will be protected.
3. Impacts to existing citizens and businesses will be minimized and mitigated.
4. Costs to the Town resulting from and not offset by a clearly demonstrated economic benefit of the production will be recovered from the production.

PRODUCING IN CARY

To ensure that productions are as positive an experience for Cary citizens as they are for cast and crew, all productions should adhere to the following:

Conduct

We're glad you found what you were looking for in Cary. Show your appreciation to the citizens and businesses of our community by ensuring that all members of the production follow the Code of Conduct, included in the appendix.

Hours

Most production activities are allowed daily in residential and commercial areas between 7 a.m. and 11 p.m. and during regular hours of operation in the case of parks, trails, and greenways. These activities include but may not be limited to the arrival and departure of cast, crew, supplies, and equipment as well as actual filming/taping/photographing. However, some activities—typically those that generate significant noise--often have more restrictive allowable times. These include but may not be limited to the use of heavy equipment, amplified sound, generators, and air compressors (see Noise Ordinance in the appendix). In some instances and where advance written approval is obtained from affected property owners, the Public Information Director may grant an extension. See attached Extended Hour Form in the appendix.

Noise

All sounds resulting from the production will at all times be in compliance with the Town of Cary's Noise Ordinance. If complaints are received, the production will work quickly and in good faith with the Town and affected residents to develop and implement strategies to address residents' concerns. See attached Noise Ordinance in the appendix.

Lighting

Artificial lighting will be oriented away from neighboring residences and should not interfere with the safe movement of traffic and pedestrians.

Restoration of Property

Productions will fully restore to original condition all public and private property within 10 business days. Additionally, production members will keep Cary neat and clean by ensuring that all trash, garbage, containers, food, debris, lumber, props, sets, vehicles and all other materials from the production are removed from the location and properly recycled/disposed of or relocated within 24 hours of the completion of activity at that location.

Permits and Licensing

Film/Video/Photography entities are not required to possess a business privilege license. However, Town permits that might be necessary, such as a noise permit or temporary use permit, may apply to High Impact productions and will be discussed during the pre-production meeting. Finally, no Town of Cary licenses or permits can override the need or substitute for the production entity to secure necessary permissions from relevant state/ federal agencies and property owners.

PRODUCTION CLASSIFICATIONS

The amount of oversight and/or resources the Town will need to devote to supporting the Guiding Principles depends in large measure on the impact each production has on the community: the greater the impact, the greater the necessary oversight/resources. For purposes of this guide, impacts are classified as low, moderate, or high as follows:

Low Community Impact

Productions described by all of the following are considered low impact:

- No exclusive or after hours use of all or any portion of public streets or other public facilities; and,
- No impact to normal vehicle or pedestrian movement on public streets, sidewalks, trails, or greenways; and,
- No generator; and,
- No amplified sound; and,
- 5 or fewer production members, including talent and crew; and,
- No audience; and,
- No wild, exotic, or non-domestic animals; and,
- No pyrotechnics or other special effects; and,
- No filming/moving picture vehicles.

Moderate Community Impact

Productions with any of the following are considered moderate impact:

- Vehicle traffic is temporarily (up to 4 consecutive hours) interrupted on public streets outside of weekday morning and evening rush hours (6-9 a.m. and 4-7 p.m.); or,
- Pedestrian traffic is temporarily (up to 4 consecutive hours) interrupted on public sidewalks, trails, or greenways; or,
- Exclusive use of all or a portion of a public facility is required outside of normal hours of operation; or,
- A tripod or dolly is temporarily (up to 4 consecutive hours) used on and blocks safe, general access to public sidewalks, trails, greenways, or streets; or,

- Wires or cables temporarily (up to 4 consecutive hours) run across or over public sidewalks, trails, greenways or streets; or,
- 6-10 production members, including crew and talent, are onsite; or,
- Public parking is temporarily (up to 4 consecutive hours) impacted.

High Community Impact

Productions with any of the following are considered high impact:

- Vehicle traffic is interrupted on public streets for more than 4 consecutive hours or for any period of time during weekday rush hours (6-9 a.m. and 4-7 p.m.) ; or,
- Pedestrian traffic is interrupted on public sidewalks, trails, or greenways for more than 4 consecutive hours; or,
- Exclusive use of all or a portion of a public facility is required during normal hours of operation; or,
- A tripod or dolly is used on and blocks safe, general access to public sidewalks, trails, greenways, or streets for more than 4 consecutive hours; or,
- Wires or cables run across or over public sidewalks, trails, greenways or streets for more than 4 consecutive hours; or,
- A generator, air compressor, or heavy equipment is used within 300 feet of a residence or on a public sidewalk, greenway, trail, or street; or,
- Amplified sound over 50 decibels is used; or,
- More than 10 production members, including crew and talent, are onsite; or,
- There is an audience; or,
- Wild, exotic, or non-domestic animals are present on the location; or,
- Special effects including but not limited to pyrotechnics are used; or,
- Public parking is impacted for more than 4 consecutive hours; or,
- Filming/moving picture vehicles are used. Or,
- A tent is erected or a trailer/mobile unit is temporarily staged; or,

REQUIREMENTS OF LOW IMPACT PRODUCTIONS

Productions that meet all of the criteria for a low impact classification will need to address the following before beginning activities in Cary:

1. Contact the Public Information Office to:
 - Advise the Town of your plans and give us an opportunity to ask questions and to ensure there are no known conflicts with the schedule for or location of your proposed production.
2. Receive, review, and certify in writing (fax, letter, e-mail) that everyone involved with the production will abide by the Town's Code of Conduct for Film/Video/Photography Productions.

The Public Information Office (PIO) is responsible for facilitating coordination between the production and other Town departments as necessary. Contacting the PIO as soon as possible – preferably no less than one week in advance – will help ensure that your production proceeds smoothly.

REQUIREMENTS OF MODERATE IMPACT PRODUCTIONS

In addition to the requirements of low impact productions, moderate impact productions will need to address the following before beginning activities in Cary:

Location Agreement

You will need to join the Town in signing a location agreement that articulates the promises we make to each other towards the success of your production. Keep a copy of the signed agreement with your crew while on location. See a sample location agreement in the appendix.

Traffic Impact Statement

You will need to give us detailed information on how vehicle and/or pedestrian traffic will be impacted by the production. Based on your information, the Town will tell you which types of mitigation will be necessary such as signs, barricades, detours, and police officers to direct traffic. Some of the questions you'll want to address to us in your letter or e-mail are:

- Which streets/sidewalks/trails/greenways (name, block range/distance) will be impacted?
- How many vehicles are involved?
- Will they be totally or partially blocked?
- How many hours will they be blocked?
- Which hours of the day?
- What dates, days of the week?
- Would emergency response vehicles (12' wide) physically be able to pass or would a detour be necessary?

Insurance

You will need to show that you have insurance coverage as follows:

- General Liability: \$1 million Bodily Injury and Property Damage combined.
- Automobile Liability: \$1 million Bodily Injury and Property Damage combined.
- Use of explosives: \$2 million Bodily Injury and Property Damage combined.

The Town of Cary will need to be named on your Certificate of Insurance, only one of which is needed by the Town to cover all of your activities with all Town departments. You may keep your insurance coverage on file for one year for any future projects.

Compensations and Reimbursement

You will need to agree to compensate the Town for costs related to supporting your production, including rental fees for public facilities if applicable. Depending on the requirements of your production, expect to pay the hourly salaries (including overtime if necessary) of police officers directing traffic, public works crews preparing sites, or facility staff supervising the use of Town buildings. If you want the Town to make changes to a facility such as planting more flowers or painting a wall, you should also be prepared to pay for the necessary materials and supplies.

REQUIREMENTS OF HIGH IMPACT PRODUCTIONS

In addition to the requirements of low *and* moderate impact productions, high impact productions will need to address the following before beginning activities in Cary::

Pre-Production Meeting

You will need to schedule a meeting with the Public Information Director prior to having your production approved for locating in Cary. Other Town staff may attend in order to expedite the process. Some of the issues we'll likely discuss include noise, traffic, lighting, parking, and community notification. Contacting us as soon as possible—preferably no less than three weeks in advance--will help ensure that your production proceeds smoothly.

Community Notification

The Town is happy to have your production in Cary, and we want our residents and business persons to feel the same way. That's why you will need to follow the procedures outlined below to notify residents and businesses in areas of the community affected by your production:

- Call/Email the Public Information Office at least 5 business days prior to commencing work to confirm your plans.
- Notify potentially affected properties at least 72 hours prior to commencing activities; this will ensure that citizens have an opportunity to contact the Town or you with questions during regular business hours.
- Distribute notices in an area not less than 1,000 feet in all directions from the location.
- A sample notification form is provided in the appendix. If you prefer to create your own notice letter, be sure it contains all the information that is supplied on the sample form.

Please note that failure to properly notify residents or to make reasonable accommodations to mitigate your production's impact on a neighborhood or business district may result in an unfortunate interruption in your production activities.

EXEMPTIONS, WAIVERS, AND REDUCTIONS

We recognize that each production has its own unique challenges, and we're happy to discuss any issues you may have with meeting specific requirements in this guide. In every case, we're committed to doing all that we can to ensure your success, and in most cases, we have the flexibility to come up with solutions to support that commitment. Contact the Public Information Office as soon as possible to discuss your case one-on-one.

LIMITS OF SUPPORT

At the Town of Cary, we take very seriously our charge to run as efficient and effective an organization as possible. One way we do this is by hiring just enough staff and purchasing just enough supplies and equipment to support our core work for the community. So, we hope you understand why we aren't able to provide you with Town staff, vehicles, equipment, uniforms, and alike for use in your production.

Also, the Town's seal, logos, public safety patches, and other similar items can only be used for official Town of Cary business, so we won't be able to allow you to reproduce them or use their likenesses in your project.

GETTING STARTED

Now that you've read this guide and determined that it applies to your work in Cary, one contact to the Town of Cary's Public Information Office will put you in business. Please contact Public Information about your project as soon as you determine that Cary is on your shortlist of locations; the more lead time given, the better we can serve you.

Public Information Office Contact

Carrie Roman

carrie.roman@townofcary.org

Public Information Supervisor

Town of Cary

PO Box 8005

Cary, NC 27512-8995

(919) 481-5091 (voice)

(919) 460-4929 (fax)

APPENDIX

Code of Conduct
Sample Notification Letter
Sample Location Agreement
Sample Extended Hour Form
Town of Cary Noise Ordinance
Town of Cary Temporary Use Permit Application

TOWN OF CARY CODE OF CONDUCT
FOR FILM/VIDEO/PHOTOGRAPHY PRODUCTIONS

To production companies: Building and maintaining good relationship with each other is a key element in ensuring a positive experience for you in our community. As guests here, we appreciate your treating our property and our citizens with courtesy. Thanks in advance for adhering to the following.

To our citizens: If you find that a production is not following this Code of Conduct please contact the Town Manager's Office at (919) 469-4007.

1. Whether filming/taping/photographing in a neighborhood or business district, please provide proper notification to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The notice should include:
 - name of company
 - name of the production
 - kind of production (e.g., feature film, TV commercial, magazine spread, etc.)
 - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
 - company contact (first assistant director, unit production manager, location manager)
 - name, e-mail address and telephone number of Town of Cary Public Information Officer

This Code of Conduct should be attached to the notice that is distributed to the neighborhood.

1. Production vehicles arriving on location in or near a residential neighborhood should enter the area no earlier than 7 a.m. unless otherwise approved in writing. Park one by one, turning off engines as soon as possible. Please observe designated parking areas.
2. Please ensure that all members of the production company at the location have with them photo identification as well as a business card or other credentials linking them to the production.
3. Do not move or tow citizen or business vehicles without written authorization from the Town of Cary or the registered owner of the vehicle.

4. Unless you have the permission of the property owner, please do not park production vehicles in or block driveways.
5. All members of the production company at the location should stay in the immediate, designated area. Eat within the designated meal area during scheduled crew meals, and properly dispose of all trash upon completion of the meal.
6. Unless approved in writing in advance by the Town or property owner, please do not remove, trim or cut trees or vegetation.
7. Please remove or replace any signs erected or removed for filming purposes immediately upon completion of the use of that location.
8. Please keep noise levels as low as possible.
9. Please ensure that all clothing displays common sense and good taste. Unless otherwise specified by the Town, please wear shoes and shirts at all times.
10. Don't display signs, posters, or pictures on vehicles that do not reflect common sense or good taste.
11. Please stay off and out of other neighbors' or merchants' property. Remain within the boundaries of the property that has been approved to serve as the location by the Town.
12. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
13. Observe designated smoking areas and always extinguish and dispose of smoking materials properly.
14. Please keep lewd or improper language out of earshot of the public.

The Town of Cary appreciates your cooperation with and support of our community's Code of Conduct.

TOWN OF CARY SAMPLE NOTIFICATION LETTER

REQUIRED FOR ALL HIGH IMPACT PRODUCTIONS

WE'RE GOING TO BE PRODUCING IN YOUR NEIGHBORHOOD

WHO: *ABCD Productions*
WHAT: *Television Commercial*
WHERE: *1428 - 2nd Avenue NW*
DATE(s): *March 16, 2005*
TIME(s): *2 – 10 p.m..*

DESCRIPTION OF ACTIVITY:

Woman and man will pull up in car in front of home. Band will come marching down the street.

OUR ACTIVITIES WILL AFFECT YOUR NEIGHBORHOOD:

We are asking residents to please not park on Jones Street during the time of shooting noted above. Barricades will indicate the hours of restricted parking. If this will pose a serious problem for you, please call our office as soon as you receive this notice. We understand this is an inconvenience for you and appreciate your cooperation. Cary Police will hold traffic intermittently for 1 - 3 minutes for some shots.

We are working through Town of Cary Public Information Officer Susan Moran to secure permits, off-duty police, and all the assistance needed to make our job go quickly and smoothly. Ms. Moran's number is (919) 460-4951, and her e-mail address is susan.moran@townofcary.org.

If you have further questions, you can reach me at (919) 555-3456.

Thank you for your patience and support of our industry's work in your community.

*Victoria Birdland
Locations Manager*

C: Carrie Roman, Town of Cary Public Information Office

SAMPLE TOWN OF CARY LOCATION AGREEMENT

A signed copy to be kept with the crew on location in Cary

This License to Use Town Location is entered into by and between the Town of Cary, a NC municipal corporation whose address is 120 Wilkerson Ave, Cary, NC 27512 (“Licensor”) AND _____, a _____ whose address is _____ (“Licensee”).

WHEREAS, Licensor owns and/or operates the following property:

PLACE NAME, TYPE OF FACILITY, ADDRESS, DESCRIPTION OF PHYSICAL LOCATION HERE

AND WHEREAS, Licensee desires to use the property described above for certain filming, taping, or photography purposes (“Location”); and

WHEREAS, Licensor has a “Town of Cary Film/Video/Photography Policy” that Licensor uses to set the parameters for production activities within the municipality, including use of Town property for filming and photography purposes; and

NOW THEREFORE, the parties agree as follows:

1. Licensor hereby licenses Licensee, its employees, directors, contractors and agents the privilege to enter and use the Location for the purpose of making sound recordings and photographing, filming and/or taping a production (the “Shooting”) on _____ and continuing until _____ (“License Period) Expiration Time”). The parties agree that this license is subject to the following guiding principles:

- Licensor will strive to create an environment that fosters success for the Licensee’s production activities.
- Licensee shall be responsible for assuring that safety, health, welfare, property, and the environment will be protected.
- Licensee shall be responsible for seeing that Impacts to existing citizens and businesses will be minimized and mitigated
- Costs, including cost related to the use of its own labor, to the Licensor resulting from and not offset by an economic benefits of the production will be recovered from Licensee.

Licensee may bring necessary personnel, equipment, vehicles and temporary sets on to Location provided such numbers of personnel and vehicles and size and numbers of equipment and sets are reasonable given the physical constraints of the Location and term of this License. Should any event of force majeure occur including illness of actors, director or other essential artists and crew, weather conditions, strike, defective film or equipment or other occurrence beyond Licensee’s control that interferes with the Shooting, upon Licensee’s providing advance notice to Licensor, the dates shall be postponed to a date and time determined by mutual consent.

2. Licensee shall remove all personal property including equipment, temporary sets, containers, vehicles and all garbage and debris from the Premises immediately at the end of the License Period and shall leave the Location in as good condition as when entered upon by Licensee. Licensee may remove or change signs at the Location only upon the written permission of Licensor and upon such conditions as Licensor may impose. Such conditions may include the requirement that only Licensor personnel remove or replace such signs and that the Licensor is compensated for their time. Licensee will use all due care to prevent damage to the Location and will indemnify and hold Licensor harmless from any damages, costs or losses arising out of Licensee’s activities at the Location.

3. If Licensee requires use of the Location for additional Shooting related to this License, Licensor agrees that it shall work with Licensee to identify dates and times that are mutually agreeable to the parties. Such reentry shall be subject to the terms of this License.

4. All rights of every kind in and to still pictures, motion pictures, videotapes, photographs, digital recordings, and sound recordings ("Recordings") made of or at the Location by the Licensee shall be and remain solely and exclusively the property of Grantee and its successors, assigns and licensees provided, however, no Recordings that identify Licensor or the Location shall be used in any way that is obscene, defamatory, untrue or censurable in nature. Licensee is not obligated actually to use the Location or to include any Recordings in any motion picture or other project.

5. The Licensor warrants and represents that it has the full right to grant this License and enter into related agreements and has secured any and all permissions of any other party required in connection with the undertaking contemplated with the exception of permissions from artists to represent or reproduce their audio or visual works. In such circumstances where the event location includes fine or performing arts, it is the responsibility of the Licensee to secure any necessary legal permissions.

6. Licensee is responsible for its conduct and the conduct of its officers, employees, directors, agents and contractors (jointly "Licensee Agents"). Licensee agrees that Licensee Agents shall abide by all sections of the Town of Cary Film/Video/Photography Policy, including but not limited to the Code of Conduct, which is attached hereto and incorporated herein by reference.

7. RESERVED FOR REIMBURSEMENT/COMPENSATION LANGUAGE AS NEEDED.

8. RESERVED FOR INSURANCE REQUIRMENT LANGUAGE AS NEEDED

9. Production activities in residential areas are prohibited between the hours of 11 p.m. and 7a.m. Licensee shall comply with the Town of Cary noise ordinance. As to amplified sound, if complaints are received, the volume will be turned down, even if the volume is in compliance with the allowed sound level. Lighting for filming shall be oriented away from neighboring residences and should not interfere with the safe movement of traffic and pedestrians.

10. This License contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes all oral or written communications and any prior agreements between parties relating hereto. All changes or additions to this agreement, in order to be binding, must be in writing and signed by both parties hereto.

11. The undersigned represent and warrant that they have the full authority to execute this License.

ATTACHMENT

LICENSEE

By: _____

[SEAL]

Attest:

TOWN OF CARY

By: _____

TOWN OF CARY SAMPLE EXTENDED HOUR FORM

April 11, 2005

Dear Cary Citizen:

Thank you for all you've done to create such a wonderful community. Cary is such a wonderful town that we've chosen it as the backdrop for part of a film/video/magazine shoot we're producing.

Some of the work we'll be doing will occur near you—at 101 Park Street. Our proposed production date is Monday, April 11, 2005. While most productions in Cary are limited to the hours of 7 a.m. to 11 p.m., we have some special needs that will require us to begin a little earlier and end a little later than this. Specifically, on April 11 we will be in your area from approximately 5 a.m. to 12 midnight.

(Describe here exactly how the neighborhood will be affected.)

We've been working very closely with the Town of Cary's Town Manager's Office to ensure that our work has as little impact on you as possible. We will make every effort not to disturb you and will arrive and vacate your neighborhood at the agreed upon time and will follow the Code of Conduct that's attached.

We appreciate your hospitality and cooperation while filming on your street and in your neighborhood.

John Smith
Location Manager
ABC Services
Voice 328-1111
pager 559-6353

I DO NOT OBJECT to the request. Signature:	I OBJECT to the request. Signature:
Address:	Address:
Telephone: E-mail:	Telephone: E-mail:

Production activity in residential areas is normally permitted between the hours of 7 a.m. and 11 p.m. When production activity is absolutely necessary before or after these hours or to film/videotape/photograph at one location for more than a few days, the Town of Cary requires the production company to survey the neighborhood. This survey will be used to assist the Town in evaluating the potential disturbance to your neighborhood. If you have any concerns about this production or the permitting process, please call Susan Moran, Town of Cary Public Information Officer at (919) 460-4951 or e-mail susan.moran@townofcary.org.

TOWN OF CARY NOISE ORDINANCE

DIVISION 2. NOISE*

*State law reference—Authority to regulate noise, G.S. § 160A-184.

Sec. 22-102. Loud, disturbing noises prohibited, generally.

Subject to the provisions of sections 22-104 through 22-110, it shall be unlawful for any person to create or assist in creating any unreasonably loud, disturbing noise in the town taking into consideration the volume, duration, frequency and other characteristics of the sound. A person shall be deemed to create or assist in creating noise if that person owns, manages or operates any residence, business, or location at which the noise is generated.

(Code 1982, § 13-10; Ord. No. 93-29, 5-13-1993; Ord. No. 98-008, § 1, 6-11-1998)

Sec. 22-103. Definitions.

For the purpose of this article, the following words and phrases are defined below unless it shall be apparent from the context that a different meaning is intended:

Emergency work shall mean any work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

Motor vehicle or *vehicle*, as used herein, shall mean any vehicle propelled on land by a motor, such as, but not limited to, passenger cars, trucks, truck-trailers, semi-trailers, campers, go-carts, automobiles, motorcycles or buses. It shall exclude trains and emergency response vehicles such as police, fire and rescue vehicles.

Noise control officer, as used herein, shall mean any police officer or other person so designated by the town manager.

Person shall mean any individual, association, partnership or corporation, including any officer, employee, department, agency or instrumentally [instrument] of the United States, the state or any political subdivision thereof.

Technical terms:

(1) *A-weighted sound level*: The sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A).

(2) *Decibel (dB)*: A unit for describing the amplitude of sound, equal to twenty (20) times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micronewtons per square meter.

(3) *Sound*: An oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that causes compression, and rarefaction of that medium. The description of sound may include any characteristic of such sound, including duration, intensity and frequency.

(4) *Sound pressure level*: Twenty (20) times the logarithms to the base 10 of the ratio of the root mean squared (RMS) sound pressure to the reference pressure of twenty (20) micronewtons per square meter.

(5) *Sound-level meter*: An instrument which includes a microphone, amplifier, RSM detector, integrator or time average, output meter and weighting network used to measure sound pressure levels.

(6) *Sound level*: The weighted sound pressure level obtained by the use of a sound level meter and frequency weighting network, such as A, B, or C as specified in American National Standards Institute Specifications for sound level meters (ANSI S1.41971 or the latest approved version thereof). If the frequency weighting employed is not indicated, the A-weighting shall apply.

(7) *Slow response*: A measuring technique to obtain an average value when measuring a noise level that fluctuates over a range of four (4) dB or more. By way of illustration only, a sound level meter set on "slow response" would record a sound level between two (2) and six (6) decibels less than the reading for a steadying signal of the same frequency and amplitude when a tone of one thousand (1,000) Hz and for a duration of 0.5 seconds is applied.

(8) *Amplified sound*: Any sound using amplifying equipment, whose source is outside or whose source is inside and the sound propagates to the outside or to other dwellings or interior locations under separate ownership or occupancy.

(9) *Noise*: As used herein, unreasonably loud, disturbing sound levels taking into consideration the volume, duration, frequency and other characteristics of the sound.

(Code 1982, § 13-11; Ord. No. 93-29, 5-13-1993)

Sec. 22-104. Noise measurement.

For the purpose of determining db(A)'s as referred to in this article, sound levels shall be measured on the A-weighting scale on a sound level meter of standard design and quality having characteristics established by the American National Standards Institute (ANSI) or its successor body.

(Code 1982, § 13-12; Ord. No. 93-29, 5-13-1993)

Sec. 22-105. Particular sounds prohibited.

The following acts and activities, among others, are hereby declared to be unreasonably loud and disturbing sound levels in violation of section 22-102. This enumeration shall not be construed to be an exclusive list of activities or acts which violate section 22-102:

(1) The sounding of a railroad locomotive whistle or horn for the period of time beyond that which is reasonably necessary to warn or alert others at road crossings at grade level of some real or potential danger.

(2) The use of any gong, bell or siren upon any motor vehicle.

(3) The keeping of any animal or bird which makes frequent or long continued sounds, such that a reasonably prudent person would recognize as likely to unreasonably disturb the comfort or repose of persons in the vicinity.

(4) The blowing of any steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of danger.

(5) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motor vehicle or motor boat engine, except through a muffler or other device which effectively prevents unreasonably loud and disturbing or explosive sounds therefrom.

(6) The use of any mechanical device operated by compressed air unless the sounds created are effectively muffled and reduced.

(7) The sounding of any chime, bell or gong attached to any building or premises which disturbs the quiet or repose of any person in the vicinity thereof.

(8) The shouting and crying of peddlers, barkers, hawkers and vendors which disturbs the quiet and peace of a residential neighborhood.

(9) The firing or discharging of any kind of gun and the firing, discharge or ignition of squibs, firecrackers, gunpowder or other pyrotechnics, except with a permit as set forth in section 22-108, which shall be subject to the approval of the chief of police, provided that squibs, firecrackers and other pyrotechnics may only be fired, discharged or ignited at public events.

(Code 1982, § 13-13; Ord. No. 93-29, 5-13-1993)

Sec. 22-106. Sounds impacting residential life.

(a) The following acts and activities shall be unlawful in any residentially zoned area of the town or within three hundred (300) feet of any occupied residential structure in all zoning districts of the town:

(1) Operating a front-end loader or other truck for refuse collection except on Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. The violator is the operator of the front-end loader or truck, the employer of the operator or the person which possesses or controls the front-end loader or truck used by the operator.

(2) Performing construction work or operating construction machinery except on Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m. and between the hours of 9:00 a.m. and 6:00 p.m. on Saturdays and holidays which are observed by the state, except in the case of urgent necessity in the interest of public health and safety. There shall be no construction work on Sunday.

(3) Operating any garage or service station so as to cause unreasonable loud, disturbing sound to be emitted between the hours of 9:00 p.m. and 7:00 a.m. on any day.

(4) Operating lawnmowers and other motor-driven domestic tools out-of-doors between the hours of 9:00 p.m. and 7:00 a.m. Monday through Friday and between the hours of 9 p.m. and 9 a.m. on Saturdays and Sundays; except the mowing of golf course greens is allowed on any day between the hours of 6:00 a.m. and 9:00 p.m. during the months of May through August.

(5) Creating or causing any sounds to be created or emitted which sounds register more than sixty (60) db(A) at any point on or within the nearest complainant's property line.

(b) This section shall not apply to acts and activities which are carried on in such a manner or in such a location as not to create sound exceeding sixty (60) db(A) within any residentially zoned area or within three hundred (300) feet of any occupied residential structure in all zoning districts, or to any emergency operations designed to protect the public health or safety.

(Code 1982, § 13-14; Ord. No. 93-29, 5-13-1993; Ord. No. 94-022, § 1, 8-11-1994; Ord. No. 05-003, 2-24-05)

Sec. 22-107. Amplified sound.

(a) It shall be unlawful to:

(1) Operate or allow the operation of any sound amplification equipment so as to create sounds registering sixty (60) db(A) or greater between the hours of 9:00 a.m. and 9:00 p.m., or fifty (50) db(A) or greater between 9:00 p.m. and 9:00 a.m., as measured anywhere within the boundary line of the nearest residentially occupied property, except in accordance with a permit obtained from the town. To determine if this limit is being exceeded, sounds may be measured from any point on or within the property line of the nearest residentially occupied property.

(2) As to multifamily structures including townhomes, apartments, condominiums, or other residential structures or arrangements where property lines cannot readily be determined, it shall be unlawful to operate or allow the operation of any sound amplification equipment so as to create sounds registering sixty (60) db(A) or greater between 9:00 a.m. and 9:00 p.m., or fifty (50) db(A) or greater between the hours of 9:00 p.m. and 9:00 a.m., as measured from any point within the interior of another residential unit in the same complex or within the boundary line of the nearest residentially occupied property, except in accordance with a permit obtained from the town.

(3) As to places of public entertainment, including, but not limited to, restaurants, taverns and bars, coffeehouses and private clubs, to operate or allow the operation of any sound amplification equipment so as to create sounds registering more than sixty-five (65) dB(A) between 9:00 a.m. and 9:00 p.m., or fifty-five (55) dB(A) between 9:00 p.m. and 2:00 a.m., or forty (40) dB(A) between 2:00 a.m. and 9:00 a.m., as measured anywhere within the boundary line of the nearest residentially occupied property, hotel, motel, hospital, or rest home, except in accordance with a permit obtained from the town.

(4) Operate or allow the operation of any sound amplification equipment for advertising purposes or otherwise to attract customers so as to cast sounds which are unreasonably loud and disturbing or which register more than sixty (60) db(A) at or on the boundary of the nearest public right-of-way or park.

(5) Operate or allow the operation for personal use of any sound amplification equipment on the public right-of-way, including streets or sidewalks, or in the public parks so as to produce sounds registering more than sixty (60) db(A) at any point fifty (50) feet or more from any electromechanical speaker emitting sound between the hours of 9:00 a.m. and 9:00 p.m., or fifty (50) db(A) fifty (50) feet or more from any electromechanical speaker between the hours of 9:00 p.m. and 9:00 a.m.

(b) The foregoing limitations on the operation of sound amplification equipment shall not apply to the operation of horns, sirens, loudspeakers or other emergency warning devices actually being used in emergency circumstances.

(Code 1982, § 13-15; Ord. No. 93-29, 5-13-1993; Ord. No. 98-009, § 1, 6-11-1998)

Sec. 22-108. Permits.

(a) *Application.* Application for a permit under section 22-105(a)(9) or for additional amplification under section 22-107(a)(1) shall be submitted in writing to the police department at least fifteen (15) working days in advance of the planned use. The application shall designate an individual person or persons who shall be in control of the amplification in the case of a permit for section 22-107(a)(1); in control of the firing or discharge of a gun or pyrotechnics in the case of a permit under section 22-105(a)(9), and who shall be responsible for seeing that the activity complies with the terms of the permit.

(b) *Notice of tentative approval.* In the case of permits for additional sound amplification pursuant to section 22-107(a)(1), if the permit is tentatively approved, the applicant shall be responsible for mailing or otherwise delivering to the occupants of each property within a one-thousand-foot radius of the property or facility for which the permit has been granted, as shown on the county tax maps, a notice on a form provided by the noise control officer showing the date and hours of the event. The notice shall be delivered at least seventy-two (72) hours in advance of the event. The permit will not be approved and issued by the

town until the applicant submits an affidavit to the noise control officer confirming that such notices have actually been mailed or otherwise delivered.

(c) *Number of hours.* In the case of excess amplification under section 22-107(a)(1), no permits shall be issued which shall have the effect of allowing more than twenty (20) hours of excess amplification per year at any place of public entertainment or ten (10) hours of excess amplification at any other location. Permits shall be tentatively approved and subsequently granted by the noise control officer in the order of receipt unless permits for twenty (20) or more hours have previously been issued for the same or other locations within a one-thousand-foot radius of the facility in the same calendar year, in which event the applicant shall elect whether to limit his request so as to keep the year's accumulated hours of excess amplification in that location between twenty (20) hours or select another location.

(d) *Not permitted in residentially occupied boundaries.* In no event shall a permit be granted which allows the creation of sounds registering more than seventy (70) db(A) at any point on or within the boundary line of the nearest residentially occupied property.

(e) *Denial; exceptional permit.* If an applicant has been denied a permit under this section and believes the denial is illegal by virtue of applicable state or federal law, the applicant shall promptly submit a copy of the denied permit application together with a short statement of the reasons the applicant believes he is entitled to a permit to the town manager. The town manager shall have the discretion to grant an exceptional permit waiving locational, time, and/or db(A) requirements, upon the determination by the town manager that the applicant has made a substantial showing of legal entitlement. Any such exception permit shall be promptly reported to the town council.

(Code 1982, § 13-16; Ord. No. 93-29, 5-13-1993; Ord. No. 05-003, 2-24-2005)

Sec. 22-109. Motor vehicles.

It shall be unlawful to operate or allow the operation of any motor vehicle in the town:

(1) By engaging in jackrabbit starts, spinning tires, racing engines or other operations which create unreasonably loud and disturbing noises.

(2) Off the boundaries of a public street for racing or other operations which create unreasonably loud and disturbing noises.

(3) To amplify sound produced by a radio, tape player, compact disc player or other sound-making device or instrument from within the motor vehicle so that the sound is plainly audible outside the vehicle. This subsection (4) shall not apply to motor vehicles used for business or political purposes which, in the normal course of conducting business, use sound-making devices.

(Code 1982, § 13-17; Ord. No. 93-29, 5-13-1993; Ord. No. 05-003, 2-24-2005)

Sec. 22-110. Exceptions.

The following acts and activities are exempt from the provisions of this article:

(1) Sound emanating from scheduled outdoor athletic events.

(2) Noise of safety signals, warning devices, emergency pressure relief valves and all church bells. For purposes of this section, the term "church bells" shall not include electronic devices or artificial sound reproduction systems intended to sound like church bells.

- (3) Noise resulting from any authorized emergency vehicle.
- (4) Noise resulting from parades, lawful picketing or other public demonstrations protected by the U.S. Constitution or federal law, or for which a local permit has been granted by the town, provided such activity is of a temporary duration lasting no longer than two (2) hours during any twenty-four-hour period. Regulation of noise emanating from activities under permit shall be according to the conditions and limits stated in this article and according to any additional conditions stated on the permit.
- (5) Unamplified and amplified sound at street fairs or other celebrations conducted, sponsored or sanctioned by the town.
- (6) Unamplified and amplified sound at community concerts conducted, sponsored or sanctioned by the town.
- (7) Noise from noisemakers on holidays and fireworks on holidays or at times allowed under a pyrotechnics permit issued pursuant to Article 54, Chapter 14 of the General Statutes of North Carolina .
- (8) All noises coming from the normal operations of properly equipped aircraft, but not including scale model aircraft.
- (9) Lawn mowers and agricultural equipment used between daylight hours 7:00 a.m. and 9:00 p.m. Monday through Friday and between the hours of 9 a.m. and 9 p.m. on Saturdays and Sundays when operated with all the manufacturer's standard mufflers and noise-reducing equipment in use and in proper operating condition. The mowing of golf course greens is allowed to begin at 6:00 a.m. during the months of May, June, July and August.
- (10) Practice sessions or performances by marching bands.
- (11) Noise from trains and associated railroad rolling stock when operated in proper repair and manner.
- (12) Emergency work performed for the purpose of preventing or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril. This emergency exception includes maintenance, backup or upkeep ("maintenance") strictly necessary to keep emergency equipment, such as generators, in operating order as prescribed by the manufacturer, provided (1) such maintenance is done only on weekdays between the hours of 9 a.m. and 4 p.m. (2) sounds created do not exceed 80 db(A), (3) the equipment is maintained as far from the property line as reasonably possible to serve its purpose, and (4) the equipment has all the manufacturer's standard mufflers and noise-reducing equipment intact.
- (13) Noise created by the normal operations of the parks and recreation, police, public works and utilities departments of the town, including firearms training for police officers.
- (14) Unamplified sound originating from recreational activities at public or private recreational, civic or community clubs and churches and similar establishments, when such noise is created by patrons and/or guests during the legitimate operation of the establishment between the hours of 7:00 a.m. through 9:00 p.m.

(Code 1982, § 13-18; Ord. No. 93-29, 5-13-1993; Ord. No. 94-022, § 2, 8-11-1994; Ord. No. 05-003, 2-24-2005; Ord. No. 05-004, 3-10-2005)

Sec. 22-111. Enforcement and penalties.

- (a) *Civil penalty.* Violation of this article (noise control ordinance) shall subject the offender(s) to a civil penalty in the amount of one hundred dollars (\$100.00). In the event there is more than one (1) violation

within any thirty-day period, then the civil penalty shall be increased for each additional violation over one (1) during such period, as follows. The date of the first violation shall establish the beginning date for the initial thirty-day period. The next violation within that thirty-day period shall be considered the second violation. Any violations that follow within that thirty-day period shall be numbered sequentially. The penalty shall be:

Second offense within same thirty-day period: \$250.00

Third offense within same thirty-day period: \$500.00

Fourth offense within same thirty-day period: \$750.00

Fifth and any subsequent offense within same thirty-day period: \$1,000.00

(1) Once the thirty-day period has run from the "first violation," the next violation shall be considered to be a first violation for the purposes of establishing a new thirty-day period. Each subsequent violation that follows more than thirty (30) days from the previous first violation shall be a new first violation for the purpose of establishing a new thirty-day period. In the event there are more than six (6) violations within any twelve-month period, then each violation after six (6) shall subject the violator(s) to a civil penalty of one thousand dollars (\$1,000.00).

(2) Violators shall be issued a written citation which must be paid within seventy-two (72) hours of the issue date and time. The town attorney, or designee, is authorized to file suit on behalf of the town to collect any unpaid citations, and the police chief, or designee, is authorized to verify and sign complaints on behalf of the town in such suits. A police officer, animal control officer enforcing subject matter jurisdiction, or other employee duly authorized to enforce the noise control ordinances may issue a citation for violations of this article.

(b) *Remedies.* This article may also be enforced through equitable remedies issued by a court of competent jurisdiction.

(c) *Criminal penalty.* In addition to, or in lieu of, such civil penalties or other remedies, violation of this article shall constitute a misdemeanor.

(Code 1982, § 13-19; Ord. No. 93-29, 5-13-1993; Ord. No. 98-010, § 1, 6-11-1998)

State law reference—Civil penalties, G.S. 160A-175(c).

**TOWN OF CARY
Planning Department**

Temporary Use Permit Application

Completed applications should be submitted to the Permits and Inspections Department to the planned Temporary Use **(or at least four weeks prior if Town public safety support is requested)**. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. The applicant should contact Town departments directly to make arrangements to utilize public safety personnel or Town property for the event. A list of departments and phone numbers is attached. Failure to make timely arrangements with the appropriate departments may cause the denial of the permit if the Town feels the public health or safety may be affected, or that inadequate steps have been taken to insure that no property damage will be done to Town property. **If a person other than the property owner signs this application, written authorization from the property owner must be attached to this application.**

TYPE OF EVENT PERMIT FEE \$50.

- Expansion or replacement of existing facilities Construction Trailer
- Sale of agricultural products grown off-site Real estate sales office or model home
- Sale of fireworks Sale of non-agricultural products, except fireworks
- Special event, over 100 people in attendance Not-for-profit event, over 100 people in attendance
- Athletic event on streets, greenways Other (please describe) _____

Applicant name _____
 E-mail address _____
 Address _____
 Zip _____
 Day phone _____ Emergency phone _____
 Event set-up/start date _____ Event clean-up/end date _____
 Sound amplification hours _____ Will food or goods be sold? _____
 Security provided by Cary Police (please describe) _____

Private security (describe duties) _____

Private agency name, phone _____

Will any Town property (i.e. streets, parks, greenways) be used? _____

Do you wish to: Restrict animals at this event? (circle **Yes No**) Prohibit Fireworks? (circle **Yes No**)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted in accordance with all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Applicant's name (print) Signature Date _____

Method of payment: Cash _____ Check _____ Credit card _____ Amount \$ _____ HTE _____

Planning Department Approval: _____ Date: _____

Name of Event Location of Event (exact street address) _____

TEMPORARY USE PERMIT PROCEDURES

The Town of Cary requires a Temporary Use Permit, approved by the Planning Department, for various uses. Events and the appropriate regulations follow:

Submittal Requirements – this information must be submitted with the completed application and fee. Property owner notification required for all types events. Attach a signed affidavit verifying that all adjoining property owners have been notified of the date, time, and description of this event. If the notification was in written form, attach a copy of the letter delivered to adjoining property owners.

Events taking place on public streets, in public parks

- Complete route, including all intersections where assistance will be needed.
- Details of site where event will begin and end
- Traffic access on/off site
- Location/number of off-street parking spaces
- Restroom facilities and trash removal
- Proposed sign

Events taking place at one site

- Location of all temporary structures
- Proposed signage
- Uses on adjacent properties
- Traffic access on/off site
- Location/number of off-street parking spaces
- Restroom facilities and trash removal
- Proposed sign

Temporary sale of goods

- Location of any tent or temporary structure
- Location of pedestrian, vehicular and emergency ingress/egress over entire property
- Location/number of off-street parking spaces
- Restroom facilities and trash removal
- Proposed sign

Model sales home, temporary real estate or other office

- Location/number of off-street parking spaces
- Location of any temporary structure
- Proposed sign
- Model sales homes and temporary real estate office must meet the ADA standards for handicap access to the facility and restrooms. Upon approval of this temporary use permit, you will be required to obtain applicable permits from the Permits and Inspections Department and meet the ADA requirements.

Regulations

Expansion or replacement of existing facilities – Factory-fabricated, transportable buildings that are designed to arrive at the site ready for occupancy, except for minor unpacking and connection to utilities, and designed for removal to and installation at other sites, may be placed on a property to serve as the following, subject to applicable ordinances:

- a) Expansion space for existing churches, health care facilities, and government offices, under specific situations.
- b) Temporary classroom space to augment an existing school facility.
- c) Temporary office for construction and security personnel during the construction of a development.
- d) Temporary quarters for recreational facilities which are being provided in conjunction with a new residential development.
- e) Temporary quarters for a non-residential use when the permanent building has been destroyed by a fire or other physical catastrophe.
- f) One temporary office per site to include, but not be limited to, the following uses: hiring, membership solicitation, apartment office/leasing, and other general office uses.

Real estate sales offices and model sales homes – One temporary real estate sales office or model sales home may be allowed as incidental to a new residential or non-residential development. Real estate sales trailers must be removed at the issuance of the first Certificate of Occupancy for the development.

Sale of goods other than agricultural products – Merchants may display and/or sell goods in the Town on a temporary basis without establishing a permanent place of business, subject to the requirements of the ordinances. The outdoor display and/or sale of goods consistent with the provisions in Section 5.3.4(C) of the LDO is considered as an accessory use and does not need to obtain a temporary use permit.

- a) The proposed display or sale of goods for commercial purposes may not occur within 200 feet of an occupied residential dwelling unit.

b) A temporary display or sale of goods for commercial, public, or institutional purposes shall take place on a developed site where the principal use is retail sales, or on an immediately adjacent developed outparcel of such a site. Upon approval of the Planning Director, temporary sales of goods for a public or institutional purpose may take place on public property.

c) A temporary display or sale of products shall be limited in scope to similar or complimentary products to those offered by the existing principal use.

d) Submittal requirements include written permission from the property owner, a sketch plan showing the location of any tent or temporary structure to be used, the location of pedestrian, vehicular, and emergency ingress and egress, the location and number of available off-street parking spaces, the location, size, color, and design of any temporary sign, and electrical power connection, if applicable.

e) The hours of operation are limited to 7:30AM-10:00PM, or the same hours as the principal use, whichever is more restrictive.

f) The temporary sale of non-agricultural products shall be allowed on an individual parcel or site for no more than 90 total days per calendar year, and no more often than three (3) events per calendar year.

Sale of agricultural products grown off-site – For purposes of this section, agricultural products are defined as products obtained primarily through farming or agricultural activities, including but not limited to: pumpkins; grains and seed crops; fruits of all kinds; vegetables; nursery, floral, ornamental, and greenhouse products; trees and forest products, including Christmas trees, firewood, and pine straw; bees and beekeeping products; seafood; dairy products, any USDA recognized agricultural product. For purposes of this section, processed or prepared food products of any kind shall not be considered as agricultural products.

a) As well as locations listed above, the temporary sale of agricultural products may occur from a vacant lot.

b) The temporary sale of agricultural products is exempt from the requirement that they be similar to the products of the principal use.

c) The temporary sale of agricultural products may be accomplished from a vehicle, trailer, or shipping container, in accord with Section 5.4.6(C) of the LDO.

d) The temporary sale of agricultural products shall be allowed on an individual parcel or site for no more than 180 total days per calendar year, and no more often than three (3) events per calendar year.

Sale of fireworks – The temporary sale of fireworks may be allowed subject to issuance of a temporary use permit pursuant to Chapter 5 of the LDO. The sale of fireworks and other pyrotechnics shall meet all requirements for the temporary sale of non-agricultural goods, except are exempt from the similar product provisions.

No temporary use permits are required for the following types of events, but may be subject to the maximum allowable time frames, temporary signage requirements, and specific regulations as listed in Table 5.4-1 of the LDO:

a) Town-recognized events

b) Athletic events held at approved sports facilities

c) Temporary not-for-profit car washes held on developed sites

d) Block parties occurring entirely upon the grounds of a private residence or common area of a multi-family residential development

e) Other events with 99 people or fewer in attendance provided there is little likelihood of damage to public or private property, injury to persons, public disturbances or nuisances, unsafe impediments to pedestrian or vehicular travel, or other significant adverse effects upon the public health, safety, or welfare

f) Private events

g) Events which occur or take place entirely within the boundaries of a parcel or parcels which possess development plan approval for such activities, i.e. assembly halls, convention centers, amphitheaters, or event centers.

Other types of events

Town-recognized events – One which is in part or wholly sponsored by the Town, recognized by the Town, or proclaimed as a Town-recognized event by the Town Council. Such events are exempt from the requirements of the temporary use section of the LDO. Such events shall include only those listed on the Town-recognized Event List as maintained by the Town Clerk. The Town-recognized Event List may be amended as needed by the Town Council. Such events do not require a temporary use permit.

Private event – Any organized event which is not open to members of the general public, typically has a duration of less than 12 hours, and which is not expected to have significant negative impacts on surrounding properties, such as wedding ceremonies, funerals, and private parties. Such events do not require a temporary use permit.

Restrictions on Animals

Section 4-7 of the Cary Code of Ordinances allows that the applicant for approval of an event may request that animals not be permitted within the boundaries and confines of the event, with the exception of guide dogs and animals used in the event itself. Upon approval of the request by the Town Manager, responsibility for giving proper notice to the public will rest with the applicant, both in pre-event advertising and through notices posted at the event itself.

Restrictions on Fireworks

Section 13-13(9) of the Cary Code of Ordinances allows an applicant to request the Town to prohibit the possession, discharge, and/or other use of pyrotechnics other than those used for which a lawful permit has been issued. If the applicant checks "yes" on the application, all types of fireworks, including smoke bombs, sparklers, party poppers, etc., sold legally to the public would be banned at the event. If the applicant checks "no", fireworks sold legally to the general public would be allowed while more dangerous fireworks (rockets, Roman candles, and other exploding fireworks) would still require special permits and approvals. If the applicant wishes to ban all fireworks public notification of such prohibition will be the responsibility of the applicant, both prior to and at the event itself.

Privilege License

If this event is located within the Town limits of Cary, anyone who will be conducting business at this event (such as selling goods, receiving payment, soliciting, etc.) is required to have a Cary privilege license. If anyone who plans to conduct business at the event does not have a Cary privilege license, please ask them to contact the Town Finance Department at 460-4952.

Working with various Town departments

While the application will be forwarded to the necessary departments for their review, the applicant may need to contact various Town departments directly to make arrangements to utilize Public Safety personnel or Town property for the event.

Police Department – 460-4901

To make arrangements for police assistance in traffic control, parking direction, route layout, etc. **If Cary police officers will be needed, whether off- or on-duty, arrangements must be made no less than four weeks prior to the event.**

Fire Department – 469-4056

To apply for a tent permit. **Tent permit is required if any one single tent is over 700 sq. ft.**

Rescue Squad – 380-6909

To arrange to have rescue squad personnel or equipment present at your event.

Permits and Inspections – 469-4340

To apply for permits for stages or other types of temporary structures as well as for permits for temporary power needed for the event.

Public Works and Utilities – 469-4093

To arrange for trash and rubbish removal by the Town, including arrangements for dumpsters. Requests for barricades are also made through Public Works.

Parks, Recreation, and Cultural Resources – 469-4066

To make arrangements to use Town property, such as parks, greenways, Page-Walker Hotel, Community Center, etc.