

CARNIVAL FACT SHEET AND APPLICATION INSTRUCTIONS

Zoning Requirements

In residential districts:

1. the use shall be located on a lot of at least one acre that is occupied by an existing institutional use, such as a fire station, school, or religious facility;
2. the use may last no longer than 12 days per event and occur no more than twice in a 365-day period at the same location; and
3. the lot shall be completely cleared within seven days after the closing of the use.

In commercial and industrial districts:

1. the use shall be located on a lot of at least one acre; and
2. the principal vehicular access for the use shall be located on a collector or higher classification road within one-half mile of a freeway or arterial road and may not draw traffic through local roads in nearby residentially zoned areas.

Any questions concerning this information should be directed to the Office of Planning and Zoning at 410-222-7437.

Operating Restrictions

1. Applicants may not receive more than two licenses in one calendar year.
2. The event may not exceed twelve days in a calendar year.
3. A person who has been convicted of a felony may not operate a game, device, or concession.
4. A carnival may not operate after midnight or after 2 a.m. on the last night of the carnival, except if the last night is a Sunday. Then a carnival may not operate before 1 p.m. or after 10 p.m. on Sunday.
5. The license shall be displayed in the main office at the location of the carnival.

Application Instructions

1. The Class 'D' application and attachments must be submitted to the Department of Inspections & Permits not less than forty-five days in advance of the event.
2. A site plan indicating the proposed layout of the carnival grounds, including the location of all concessions, rides, sanitary facilities and on-site parking and the property lines and the

distance of the rides and concessions from the property lines. The plan should show the total number of parking spaces and the entrances(s) and exit(s).

3. Indicate how and who will provide traffic control and security. Include the organization, police, rental force, or parking committee responsible for the direction and supervision of the parking areas, and ***name and daytime phone number of responsible chairperson in charge of parking and in charge of security.***
4. When a portion or all of the parking is provided on adjacent sites, a letter of commitment is required from the owner or manager of the property authorizing the use of the property for parking by carnival patrons. Letters should indicate the number of spaces authorized for such use and be accompanied by a plan or layout of the off-site parking.
5. Indicate the sanitary facilities to be utilized for the event. If portable toilets are to be used, specify the number of units and the name of the supplier and the scheduled maintenance.
6. Indicate trash removal and cleanup arrangements. If the carnival is to be handled by an independent contractor, give name of company, address and telephone number. If handled by committee of the sponsoring organization, indicate name of committee chairman, address and telephone number.
7. Attach a complete list of **ALL** games and concessions.
8. The applicant for the license is the organization sponsoring and benefiting from the proceeds of the carnival. You must provide the name, address and **DATE OF BIRTH** of all members of your organization who will be working the carnival.
9. Evidence of liability insurance naming your organization and the amusement ride company must be provided.
10. An electrical permit is required for electrical hook up or generators. Call 410-222-7700 for information.
11. A building permit is required to erect tents. Call 410-222-7700 for information.
12. If you are offering any big six or paddle wheels or bingo games a separate Class 'T' application is required. The fee is \$20.00 per day or a maximum of \$50.00. A revenue report is required within sixty days of the event.
13. If you will have a parade in conjunction with the carnival, a separate Parade License application is required.
14. The Health Department requires temporary Food Service Permits. Call 410-222-7238 for information.
15. Amusement rides and attractions are inspected by the State of Maryland. Call 410-767-2990 for information.
16. Temporary signs are permitted for special events with the approval of Zoning Enforcement. Call 410-222-7446 for information.

LICENSE FEE

Calculate the license fee based upon the number of concessions, per week. A concession is each ride, game, show, or event. Any days over seven will be counted as an additional week. Make your check payable to "Anne Arundel County."

1-10\$100.00 per week

21-40\$300.00 per week

11-20\$200.00 per week

More than 40\$400.00 per week