



**WASHINGTON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH**

OUTDOOR MASS GATHERING APPLICATION

ORS 433.735 (1): "Outdoor mass gathering," unless otherwise defined by county ordinance, means an actual or reasonably anticipated assembly of more than 3,000 persons which continues or can reasonably be expected to continue for more than 24 consecutive hours but less than 120 hours within any three-month period and which is held primarily in open spaces and not in any permanent structure.

ALL APPLICATIONS MUST BE FILED 120 DAYS PRIOR TO EVENT

APPLICANT	LEGAL OWNER (IF DIFFERENT)																														
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If the applicant is not the legal owner, state applicant's interest in property:

PROPERTY & EVENT INFORMATION

Legal Description _____ Zone _____

Address of property _____

Anticipated number of attendees _____ Dates of Event _____

If the applicant, sponsor or property owner is a corporation, please attach a supplemental sheet listing officer's names and title. All required information on pages 2 and 3 of this application must be submitted with this application.

Approved by Washington County Land Use and Transportation- Land Development Division	
Approved by Washington County Land Use and Transportation- Operations Division	
Approved by Washington County Sheriff's Office	
Approved by Washington County Fire Marshall	
Approved by Washington County Emergency Medical Services	
Approved by Washington County Environmental Health	

For Office Use Only:

Date Received:
Amount:
Received By:

Check #
TR#



**WASHINGTON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH**

Please submit the following information and filing fee with your mass gathering application.

1. A filing fee, not to exceed \$5000 to be determined by the Washington County Board of Commissioners.
2. A legal description of the property and a site plan map, drawn to scale, showing the locations of all buildings, roadways, parking, sanitation facilities, and campsites (including dimensions).
3. A narrative description of the event, specific activities that will occur and how you will comply with Oregon Revised Statutes and Administrative Rules.
4. A written description outlining the experience of the applicant, sponsor and/or property owner in conducting similar events, locations and size.
5. For gatherings of more than 3,000 persons expected to continue for more than 120 hours, evidence showing that all applicable land use permits have been acquired, that the proposed gathering is compatible with the existing land uses and that the gathering does not materially alter the overall land use pattern of the area. (ORS 433.763).
6. The permit holder shall purchase and maintain, at the permit holders expense, a Special Events or Commercial General Liability policy covering personal injury and property damage with a combined single limit not less than \$1 million per occurrence. The policy shall name Washington County, it's Commissioners, employees and agents as an Additional Insured. A copy of the Additional Insured policy endorsement and the certificate of insurance acceptable to the County shall be filed with the County prior to the effective date of the permit. (ORS 433.755).
7. A written statement from the Washington County Sheriff's Office approving a plan for security and the orderly flow of traffic to and from the event with respect to the anticipated crowds and location that complies with state and local laws, ordinances, and regulations and is satisfactory with respect to the anticipated crowd and location of the event pursuant to OAR 333-039-050.
8. Temporary access permits must be obtained from the Washington County Department of Land Use and Transportation Land Development Division if necessary. A written statement from the Washington County Department of Land Use and Transportation Land Development Division must be submitted indicating that either permits have been obtained or that permits are not required.
9. A certification must be provided certifying that Washington County roadway and appurtenant structures (e.g. culverts) will be left in an "as good as" condition after the event and agreeing that any reasonable repairs done by Washington County as a result of the event will be charged to the applicant. A written statement from the Washington County Department of Land Use and Transportation Operations Division must be submitted indicating that this requirement has been met.

10. Temporary permits may be required if additional utilities are provided to the site in County rights-of-way. A written statement from the Washington County Department of Land Use and Transportation Operations Division must be submitted indicating that this requirement has been met if additional utilities are provided in County rights-of-way.
11. A written plan indicating how you will provide an adequate and safe water supply pursuant to the requirements of OAR 333-039-0015. Washington County Health and Human Services Environmental Health must approve this plan.
12. A written statement indicating how you will provide for drainage pursuant to the requirements of OAR 333-039-0020. Washington County Health and Human Services Environmental Health must approve this plan.
13. A written statement indicating how adequate sewerage facilities will be provided pursuant to the requirements of OAR 333-039-0025. Include the number and type of toilets that will be provided and how you will dispose of liquid wastes not containing human excreta (such as wash, bathing, and dishwashing wastewater). Washington County Health and Human Services Environmental Health must approve this plan.
14. A written statement indicating how you store and dispose of refuse pursuant to the requirements of OAR 333-039-0030. Washington County Health and Human Services Environmental Health must approve this plan.
15. A written statement indicating how sanitary food service will be provided pursuant to the requirements of OAR 333-039-0035. A list of all food vendors and copies of temporary restaurant license applications must be included. Washington County Health and Human Services Environmental Health must approve this plan.
16. A written statement and site plan of campsite sizing and locations that assures the requirements of the mass gathering regulations are met. Washington County Land Use and Transportation Land Development Division and Washington County Health and Human Services Environmental Health must approve this plan.
17. A written statement from Washington County Emergency Medical Services indicating a plan for emergency medical services has been approved pursuant to the requirements of OAR 333-039-0040.
18. A written statement from the local fire protection authority indicating that fire protection requirements have been met pursuant to the requirements of OAR 333-039-0045.