



memorandum

TO: Sound Permit Applicant
FROM: Noise Control Officer
RE: **APPLICATION FOR PERMIT FOR SOUND AMPLIFICATION**

Attached is a copy of the City's noise ordinance and the application for permit for sound amplification. Areas of particular interest within the ordinance have been highlighted including the following procedures for applying for the permit.

- Application for additional sound amplification must be submitted to the noise control officer at least fifteen (15) working days in advance of the planned use.
- A \$25 non-refundable fee is due at the time of application.
- The applicant must notify occupants of each property within a 500-foot radius a notice stating the applicant name, location, nature, date, and hours of the event. The notice must be made on the form provided and must be delivered at least 72 hours in advance of the event. (Websites such as www.mapdevelopers.com/draw-circle-tool.php can be helpful in determining the 500-foot radius and creating the list of street addresses required to be submitted with the Affidavit.) Notice may be mailed or hand-delivered but should not be placed in a mailbox without proper postage. (According to the Mailbox Restriction Law, **it is against federal law** to put something in a mailbox for which no postage has been paid. If caught, an individual can be fined up to \$5000 while an organization can get a fine of up to \$10000.)
- Once notices have been made, the applicant must return the Affidavit to the noise control officer indicating that such notices have been made. The Affidavit must be signed in the presence of a Notary.
- A copy of the notice and a list of the street addresses of the properties notified must be attached to the Affidavit and returned to the noise control officer before a permit will be issued.
- Hours for accepting applications and any related information for permits are Monday through Friday, 8:00 a.m. – 5:00 p.m.
- Questions regarding applications for sound permits may be directed to the noise control officer at 704-920-4010.

APPLICATION PERMIT FOR SOUND AMPLIFICATION

Code Section 11-25(c)

NAME: _____

ADDRESS: _____

TELEPHONE (DAY): _____ TELEPHONE (EVENING): _____

NAME OF GROUP OR ORGANIZATION YOU REPRESENT (if applicable):

LOCATION WHERE AMPLIFIED SOUND WILL ORIGINATE (street address or exact location):

IS THE LOCATION A PLACE OF PUBLIC ENTERTAINMENT? YES NO

IF YES, WHAT IS THE MAXIMUM CAPACITY (Number of Persons):

TYPE OF LOCATION WHERE THE AMPLIFIED SOUND WILL ORIGINATE:

Residential - Single Family Business Property Church School
Residential - Multi-Family Other: _____

DISTANCE IN FEET TO NEAREST RESIDENTIALLY OCCUPIED PROPERTY: _____

HAS A PERMIT FOR ADDITIONAL AMPLIFICATION BEEN ISSUED FOR THIS LOCATION WITHIN THE PAST TWELVE (12) MONTHS?

YES NO IF YES, WHEN: _____

NATURE OF PROPOSED ACTIVITY: _____

DATE OF PLANNED USE OF AMPLIFIED SOUND: _____

Note: Applications for a permit for additional amplification must be submitted at least fifteen (15) days in advance of the planned use.

TIME OF ACTIVITY: FROM _____ AM PM UNTIL _____ AM PM

Note: Permits may only be issued for events conducted between the hours of 9:00 AM and 9:00 PM, unless held at a place of public entertainment having a capacity of 1,000 or more persons.

TOTAL NUMBER OF HOURS FOR WHICH PERMIT IS REQUESTED: _____

Note: Permits for additional amplification are limited to 20 hours per year at public places of entertainment having a capacity of 1,000 or more persons, or ten (10) hours per year at any other location.

DESIGNATION OF RESPONSIBLE PERSON: _____

Provide the name of the person who will be in control of the sound amplification equipment and will assure that its use complies with the terms of the permit. The responsible person must be available at the site of the event during the entire time for which a permit has been issued.

CERTIFICATION OF APPLICANT:

I hereby certify that the information contained in this application is complete, true and correct to the best of my knowledge and belief. A copy of the Noise Ordinance has been provided to me and I understand that I am responsible for compliance with its provisions.

I understand that upon the tentative approval of this application, I will be responsible for mailing or otherwise delivering to the occupants of each property within a **500-foot radius** of the location for which the permit has been granted, written notice stating the date, hours, and nature of the event. I understand that this notice must be delivered at least 72 hours in advance of the event. **(NO PERMIT WILL BE ISSUED UNTIL THE AFFIDAVIT OF MAILING OR DELIVERY IS SUBMITTED TO THE NOISE CONTROL OFFICER).**

\$25.00 PERMIT FEE (Non-Refundable)

Signature of Applicant

Date of Application

POLICE USE ONLY BELOW THIS LINE

SUBMISSION & PROCESSING

Application received on _____ BY _____

Permit fee received on _____ BY _____

Attachment: Call history at proposed activity location within the past 12 months

Attachment: Record of permits issued for the proposed location within the past 12 months

PERMIT DENIAL

Notice of Application Denial: Date: _____

Appeal for Exceptional Permit Date: _____

PERMIT APPROVAL

Notice of Tentative Approval Date: _____

Affidavit of Mailing or Delivery
of Notices Received Date: _____

Date of Permit Issuance Date: _____

COMMENTS:

**AFFIDAVIT OF MAILING OR
DELIVERY OF NOTICES**

THE UNDERSIGNED, first being duly sworn, deposes and says:

1. That this affidavit is made pursuant to the provisions of the City of Kannapolis Noise Ordinance Section 11-25(c)(2) to induce the Noise Control Officer to issue a Permit for Additional Amplified Sound.
2. That the undersigned or the undersigned's agents have mailed or delivered notice to all parties entitled to notice pursuant to the above referenced provision of the Kannapolis Noise Ordinance.
3. That a list of the street addresses of properties to which the required advance notice was mailed or delivered is attached hereto.

This the _____ day of _____, 20_____.

AFFIANT:

Signature

Print or Type Name

Sworn to and subscribed before me
the _____ day of _____ 20_____.

(SEAL)

NOTARY PUBLIC

My Commission Expires:

NOTICE OF APPLICATION TO OBTAIN A SOUND AMPLIFICATION PERMIT

DATE OF NOTICE

Dear Sir or Madam:

This form is to notify you that the person listed below has applied to the City of Kannapolis for a sound amplification permit. City Code requires that the applicant mail or otherwise deliver to the occupants of each property within a 500-foot radius of the facility where the sound will originate, a notice stating the nature, date, and hours of the proposed event. This notice must be delivered at least seventy- two (72) hours prior to the event. If you object to the issuance of the requested permit, please contact the Office of the Chief of Police at telephone (704) 920-4010.

Applicant Name: _____

Location of Event: _____

Nature of Event: _____

Date of Event: _____

Hours of Event: _____