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# Land Use Administration

Westmoreland County, Virginia



Building Official  
Zoning Official  
Planning Commission  
Board of Zoning Appeals  
Board of Building Appeals  
Wetlands Board

## Frequently Asked Questions regarding Special Events

### What is a “special event”?

A “special event” is considered as any temporary use of property that will be attended by a large number of people and that is not a normal and customary activity allowed by the established use of the property. Examples include: Carnivals, Circuses, Festivals, Fairs, Concerts, Dog Shows, Horse Shows, Outdoor Retail Sales Events, Fireworks Shows, and Tent Revivals.

### How are special events regulated?

Special events are regulated by the Westmoreland County Zoning Ordinance and sometimes require zoning permits. Even when permits are not needed, there are requirements in the Zoning Ordinance which special events must meet. These standards address lighting, parking, days and hours of operation, noise, signs, and other health and safety related concerns. If a permit is required, application is made at the Land Use Administration Office.

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*Special event permits applications must be made at least 30 days prior to the date of the event. Please note it may take 30 days or more to determine if the special event will be allowed and what conditions might be attached to a permit. Because of this, persons considering holding a special event are strongly encouraged to contact the county Land Use Administration Office in the early stages of planning and before any commitments are made regarding the event.*

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### How do I determine if an event needs a permit?

Regulations for temporary uses and events can be found in Section 4-2 of the Zoning Ordinance. This is available online at: <http://www.westmoreland-county.org/codes-and-ordinances>

You can also contact the Land Use Administration Office. We will be glad to work with you to resolve any questions you might have.

This guidance is intended to inform the public about Westmoreland County Zoning Ordinance requirements. This guidance is general in nature, and it is recommended that you contact the land use office regarding how the regulations may apply to your particular circumstances.