

How to Complete the Office of Community & Civic Life Noise Variance Application When Renting Urban Plazas

Any event in an outdoor space with amplified sound, including drums and bull horns, requires a noise variance permit from the Office of Neighborhood Involvement. Below are the most commonly asked questions.

NOISE VARIANCE APPLICATION SUBMISSION

Where can I find the Noise Permit application?

- The application is available on Portland Online on the Office of Neighborhood Involvement website.
<https://www.portlandoregon.gov/civic/article/701368>

Where do I submit my completed application to?

- Submit Final Application to the **Office of Community & Civic Life**
Address: 1221 SW 4th Ave Room 110
Phone: 503.823.4519
Business Hours: Call ahead for business hours

When should I submit my noise variance application to the Office of Community & Civic Life?

- Submit your application to the Office of Community & Civic Life a **minimum of FOUR WEEKS** before your event load-in at Director Park, Gateway Discovery Park or Holladay Park.
- It takes TWO WEEKS for OCCL to review, process, and approve and deny. They will then send you your permit, which you then must send a copy to the Urban Plaza staff you are working with.
- Noise Variance Permit **MUST BE SENT TO THE Parks Coordinator** a minimum of 21 days before your event load-in.

HOW TO FILL OUT THE NOISE VARIANCE APPLICATION WHEN RENTING an Urban Plaza

Please fill out all the requested information on the form. Listed below are answers to the most commonly asked questions for Director Park. If you have further questions, feel free to contact Director Park.

- **Applicant Name:** Permittee's name
- **Contact Phone Numbers:** The best numbers to reach you
- **Address to Mail Permit:** The best address to mail your permit
- **Name of Organization or Business:** List the name of the organization or Business holding the event
- **Name and type of activity:**
 - Describe what type of noise activity will be happening at your event and the name of your event.
- **Date(s) of Activity:**
 - List the date(s) there will be amplified sound for your event, including any sound check dates, etc.
- **Requested hours, from am/pm to am/pm:**
 - Include all hours you will be having ANY type of amplified sound or drums, including sound checks, press interviews before event, etc.
 - Write down the earliest time you will have amplified sound, please include sound checks in "from" time or any recorded ambient music you may play before the actual performance/speeches, etc.
 - In the "to" section, if there's any chance the music may run longer than you think, give yourself a bit of extra time as long as it falls within your permitted rental time for the desired Urban Plaza and hours for noise in the park.
 - All three Urban Plazas must enforce the hours listed on your approved noise variance permit.
- **Specific location of activity and attach a site plan that identifies streets and give distances to residences:**
 - Attach a map of the park, available on the website for the park on the rental page.
 - On the map, clearly indicate WHERE in the park and the direction of sound.
- **Number of Neighbors & what is their reaction?**
 - Staff will notify you of these numbers and neighbor reaction when you submit the application for review.
 - **Urban Plazas staff will do the noise notification of neighbors** and will send out an email to the above number of residences & businesses for each noise permit issued. Please do not contact or do fliers to the businesses & neighbors yourself!

- **List all equipment that will make noise:**
 - Please be detailed and list out all the types of instruments and amplified sound that will be occurring in the park. Examples include drums, horns, piano, electronic key board, tuba, boom box, etc.
 - Director Park strongly recommends the amplification of sound and instruments in the park due to the urban environment that includes cars, trucks, MAX Train, shredding trucks, helicopters, fountain, wind, and many people in the park. All these components deaden and absorb sound making it impossible to hear.
- **Are noise measurements available?**
 - “No”
- **Will you be continually present at this activity? Yes / No**
 - List who at your event will be present for the entirety of the event. Please note, Urban Plazas requires that you have someone present from load-in to load-out for the entirety of your event so your answer to this question will be YES.
 - In addition, list the Park Phone number (exception to this is for Holladay Park – no staff will be present.)
- **Specify someone who is in charge, and has the authority to make changes if required:**
 - Please list the contact name(s) for your group/organization also list the park phone number.
- **Additional Information:**
 - Please explain what your event is and how amplified sound will be used. Examples may include speeches, background music, live performance, drums, bull horns, bands, dance performance, auction, etc.
- **Fee Page:**
 - The fees are determined by the Office of Community & Civic Life.
 - Most Urban Plazas noise variance applications fall under “All other Applications”
 - Some events may qualify as “A High Impact Event.” Please read the definition carefully for what best fits your event.
 - If you would like to request a noise waiver for your event, you may do so by contacting OCCL directly and explaining your event. If approved, OCCL must notify Urban Plazas directly of the waiver, otherwise an approved noise variance will be required.
- **Applicant Name (on page 2):** Write the name of the person applying for the noise Variance.
- **Additional Information:** Please briefly describe your event and anything else that may be relevant.
 - **Signature & Date:** Listed at the bottom of page 3.
- **Sketch of site plan, identify streets and distances to residences**
 - Attach your final EVENT site plan for the requested Urban Plaza.
 - Urban Plazas are not responsible for submitting this from your application.

SUBMITTING YOUR NOISE VARIANCE APPLICATION

- **Email Noise Permit Application**
 - BEFORE turning in & paying for your application to OCCL, email/scan /mail/drop off your application first to the Park staff person assisting you with your rental for review.
 - This enables staff to notify neighbors about the noise application and review the application it to ensure that it is fully and accurately filled out and notifies the park of any changes to your event regarding sound.
 - Staff will review and respond by email within **three business days**.
 - Staff will not be responsible for the late fees you incur for the late submission of the Noise Variance Application to OCCL or Urban Plazas, so please plan ahead. The requirement of a noise sign-off or permit is indicated on the “Event Permit Requirements Checklist” that is emailed to you when your Urban Plazas Event Application has been accepted.
 - Plan ahead, begin the noise variance application process a minimum of FIVE-SIX weeks before your event to avoid unnecessary stress for you, the noise variance office.
- **Submit Application to the Office of Community & Civic Life**
 - OCCL Address & phone number is listed at the top of this form.