

How to Complete the Office of Community & Civic Life Noise Variance Application When Renting Director Park, Gateway Discovery park and Holladay Park

Any event in an outdoor space with amplified sound, including drums, bull horns and PA Systems requires a noise variance permit from the Office of Community and Civic Life. 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 Community and Civic Life 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, Portland, OR 97204
Phone: 503-823-7350
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 them 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 number(s) 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.
 - Example: Speeches, DJ music, announcements, band, film, audio etc.
- **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 parks.
 - We must and will enforce the hours listed on your approved noise variance permit.
- **Specify location of activity and attach a site plan that identifies streets and identifies 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 your event is and the direction of sound.
- **Number of Neighbors contacted?**
 - Staff will notify you of these number and the method of notification.

- Staff will do the noise notification of neighbors for Director Park and Gateway Discovery Park and will send out an email to the above number of residences and businesses monthly for all the events happening in the park. Please do not contact or do fliers to the businesses & neighbors yourself!
- Staff will notify you what, if any was the reaction to the notification?
- **Name and contact information of person present and in charge of activity:**
 - Please list the contact name(s) for your group/organization also list the park phone number.
- **Review Fees:**
 - The fees are determined by the Office of Community & Civic Life.
 - Most in the parks 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 us directly of the waiver, otherwise an approved noise variance will be required.
- **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 to us, 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 Rental 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**
 - Address & phone number is listed at the top of this form.