

## How to Complete the ONI Noise Variance Application When Renting Director Park

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. Please read the below information to answer 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.  
[www.portlandonline.com/bds/index.cfm?a=92724&c=45051](http://www.portlandonline.com/bds/index.cfm?a=92724&c=45051)

#### Where do I submit my completed application to?

- Submit Final Application to the **Office of Neighborhood Involvement**  
**Address:** 1221 SW 4th Ave Room 110  
**Phone:** 503.823.7350  
**Business Hours:** Call ahead for business hours as they are a typical

#### When should I submit my noise variance application to the Office of Neighborhood Involvement (ONI)?:

- Submit your application to the Office of Neighborhood Involvement a **minimum of FOUR WEEKS** before your event load-in in Director Park.
- It takes **TWO WEEKS** for ONI to review, process, and approve and deny. If you are approved, they will send you the permit for your event. You must send a copy of the permit to Director Park.
- Director Park requires you to submit your approved Noise Variance Permit 14 days before your event load-in in Director Park.

### HOW TO FILL OUT THE NOISE VARIANCE APPLICATION WHEN RENTING DIRECTOR PARK

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:**
  - Your 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 (ex: "2015 Dance-Off". DJ & Announcements using amplified system")
- **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 Director Park and hours for noise in the park.
  - Director Park has to 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 to Director Park, available from the Director Park website rental page.
  - Circle the area north of the park and south of the park and right "Residential" in both circles.
  - On the map, clearly indicate WHERE in the park (be it Lower Terrace, Bosque, Plaza, etc. the noise will be coming from and what direction the speakers will be facing (you can indicate with arrows.)
- **Number of Neighbors & what is their reaction?**
  - Director Park staff will notify you of these numbers and neighbor reaction when you submit the application for review to Director Park Staff.
  - **Director Park 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 of 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 of 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, Director Park 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 “Director Park Host” at 503.823.8068.
- **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 and also list “Director Park Host: 503.823.8068”
- **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 Neighborhood Involvement, not Director Park.
  - The majority of Director Park 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 ONI directly and explaining your event. If approved, ONI must notify Director Park directly of the waiver, otherwise an approved noise variance will be required by Director Park.
- **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 Director Park.
  - Director Park is not responsible for submitting this from your application.

## SUBMITTING YOUR NOISE VARIANCE APPLICATION

- **Email Noise Permit Application to Director Park**
  - BEFORE turning in & paying for your application to ONI, email/scan your application first to Director Park for review.
  - [Directorpark@portlandoregon.gov](mailto:Directorpark@portlandoregon.gov)
  - This enables Director Park 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.
  - Director Park will review and respond by email within **three business days**.
  - Director Park will not be responsible for the late fees you incur for the late submission of the Noise Variance Application to ONI or Director Park. The requirement of a noise sign off or permit is indicated on the “Event Permit

Requirements Checklist” that is emailed to you when your Director Park 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, and for Director Park staff.
  
- **Submit Application to the Office of Neighborhood Involvement**
  - ONI Address & phone number is listed at the top of this form.

#### QUESTIONS

- If you have further questions on how to complete the application that are not answered above, please contact the following resources below:
  - **Office of Neighborhood Involvement:** 503.823.7350
  - **Director Park:** [DirectorPark@PortlandOregon.gov](mailto:DirectorPark@PortlandOregon.gov) 503.823.8087