

FORSYTHCOUNTY Board of Commissioners

Special Event Permit Guidelines

Ordinance 34 – Every private organization or group of private persons who wishes to use public property or public roads in the unincorporated areas of Forsyth County for private purposes in holding a parade, assembly, demonstration, road closing, or other activity is hereby required to have a permit from the county.

1. A Special Event Permit is required for more than three (3) participants gathering on public property, right-of-way, or on a public road.
2. The type of events that require permits include parades, races, assemblies, demonstrations, marches, motorcades, concerts, and others.
3. If the event is on private property but affects the ordinary use of public roads, right-of-way or sidewalks, a permit is required.
4. If your event involves the use of any county public road or right-of-way, a traffic control plan with an event route map must be provided with your application.
5. All applicants are required to provide in writing their plan to notify affected businesses and residents of the event.
6. If your event is held on roads located partially or entirely in the City of Cumming, please contact Police Chief David Marsh at 770.781.2000 or dmarsh@cummingpd.net for approval. For an event held entirely in the City of Cumming a permit from the county will not be required.
7. If your event is held partially or entirely on state roads, approval from the Georgia Department of Transportation is required. GDOT requires a Certificate of Insurance and a GDOT Release and Waiver on all events.
8. The Forsyth County Sheriff's Office will review all special event permit applications and make recommendations on the need of off-duty deputies for traffic control. To hire off-duty deputies through the Sheriff's Office, please contact Capt. Eric Silveus, Special Enforcement Division, at 678.513.5981.
9. Once your application is complete, please return your notarized application, release and waiver form, traffic control plan, event route and business notification plan to Kathy McWilliams at specialeventspermitting@forsythco.com or deliver/mail to 110 East Main Street, Suite 210, Cumming, GA 30040.
10. Your application must be received six (6) months prior to your event or it will not be accepted. After review of the application, a copy of the permit will be mailed to you prior to the event.
11. It is the responsibility of the applicant to remove all trash left by participants of the event.

12. If you have questions regarding your application, please contact Kathy McWilliams at 678.513.5953.