

Frequently Asked Questions Regarding Permits:

What is the difference between a Special Event and a Block Party?

- "Special event" means an event sponsored by an individual, organization, club, group, partnership or corporation in which the public is invited to attend and which requires the use of public streets or other public property as a staging area for promotion of the event.
- "Special event area" means a place designated by the special event promoter as provided in this chapter where the general public is invited to gather for an event and where the area of interest of the promoter will be promoted and/or celebrated and where, in connection with the special event, there may be displays, speeches, the performance of music or the arts, games, and other similar celebrations, and the sale and/ or distribution of literature, antiques, crafts, curios, art or artifacts, food, and other similar items, all under the sponsorship of a "special event promoter" as defined in this section. The area designated as a special event area may include property which is privately owned, provided that the inclusion of private property within the special event area shall not be construed as requiring the owner of the private property to participate in or otherwise allow the property to be used in the special event without his, her or its consent, or as prohibiting the owner of the private property from using the private property in a manner otherwise allowed by law
- "Block Party" shall mean a neighborhood social event intended to take place on a public roadway or city-owned right-of-way. The purpose of such neighborhood event should benefit all persons whose property abuts the section of the street to be closed and is not intended to be used for a private benefit of a specific property owner (birthday parties, anniversaries, etc.)
- Contact the Administration Department at 319-352-9211 for additional information.

Section 61.11 of the Special Events Ordinance refers to Exhibiting Permit, what does that mean?

- The special event applicant is required to provide each special event merchant with a written document stating that the merchant is approved to be a part of the special event during the period of the permit.

Is a damage deposit required for a Special Event?

- Yes- If the event has food and/or beverage sales, there is a \$250.00 deposit. Other events must provide a \$100.00 deposit. The deposit will be returned to the applicant if damage or additional cleanup costs are not incurred.

Can I get a Display Fireworks permit to set off a display of fireworks in my neighborhood?

- No- Display Fireworks are only granted for organizations or groups of individuals approved by the City which will have a competent licensed operator handling them.
- Consumer fireworks do not require a permit, but can only be discharged on the approved dates and times:
 - 1. On July 3rd and July 5th between the hours of Noon and 10:00 p.m.
 - 2. On July 4th between the hours of Noon and 11:00 p.m.
 - 3. December 31st (New Year's Eve) from Noon to 12:30 a.m. on January 1st.

What office do I need to contact in order to obtain a Peddler Permit?

- You will want to contact the Administration Department at 319-352-9211.

Where can I find out more information on the Mobile Food Vendor requirements in Waverly?

- Additional information can be found in Section 53.13 of the City Code or by calling the Administration Department at 319-352-9211.

Are Burn Permits required?

- Open burning of yard waste is permitted following submittal of a permit application to the Community Development Office. For residents who have an existing burn permit authorized, a renewal is not necessary. If a new property owner wishes to burn yard waste, they are required to register their property to be permitted to burn yard waste. As of July 1, 2004, burning of all yard waste such as grass clippings, leaves, tree limbs, etc. is prohibited on properties of ½ acre or less in the City of Waverly. Burning of garbage or construction material and the use of burn barrels are prohibited on all properties. Additional questions can be directed to 319-352-9208.

Do I need a permit for a fence?

- Yes. The fence permit process involves supplying the Zoning Office with a dimensioned plot plan, showing the proposed fence location, the height of the proposed fence and any easements that are on the property. Staff will review the plan and offer any proposed amendments to accommodate any recorded easements and to accommodate any sight triangle circumstances to ensure compliance. There is no fee for this review.
- City Code allows a residential fence no taller than three (3) feet in the front yard and no taller than six (6) feet in the side and rear yards. For a corner lot, there may be two front yards. Applicants are to call Iowa One Call at 1-800-292-8989 prior to applying so that underground utilities may be marked. For further information, contact the Community Development and Zoning Office 319-352-9208.

Can I have chickens on my residential property?

- Yes. The City does allow for chickens. Effective February 2014, Waverly allows residential property owners to apply for a three-year permit through the Zoning office to house up to four chickens on residentially zoned properties. For further information, contact the Waverly Zoning Office at (319) 352-9208.

Do I need a permit for putting up a pool?

- The rule with outdoor pools is that you need a permit for a pool that is 5,000 gallons or more. If the pool is less than 5,000 gallons, you do not need a permit. Here are some sample dimensions to help you determine if your project is over or under the 5,000 gallon mark:
 - If you have a 15' X 15' X 3' deep pool, you will have 4,995 gallons
 - If you have a 15' diameter pool 4' deep, you will have 5,288 gallons
- Pool building permits are received and reviewed by the Bremer County Building and Zoning Department. For additional questions about pools and pool permits, contact them at 319-352-0332.

Who do I contact if I want to organize a 5K in Waverly?

- A Moving Athletic Event Permit is required by the Leisure Services Department. They can be reached at 319-352-6263.