



Urbandale Police Department

Noise Waiver Guidelines for Requestor

Hello. You have requested a noise waiver for a special event. Please provide information on the following items—although it may look like a lot of information, please feel free to call me at 331-6841 and I would be happy to walk you through it and answer any questions up front to ease the process. All noise waivers are reviewed by the Police Department; and a letter will be sent to you based on the results of our review (approval, denial, clarification). Thank you.

The noise control ordinance (Chapter 48) currently prohibits “noise disturbance” between the hours of nine o’clock (9:00) p.m. and six-thirty o’clock (6:30) a.m.

Please advise, will your event involve noise as a result of (check as many as apply):

Musical Instruments

Sound Equipment

Other: Any other noise activity. If yes, explain:

Request Process:

1. **Written Request:** A request to waive the noise ordinance must be in writing or submitted electronically by the requester to the Police Department (send email to taylor@urbandale.org). See sample letter on last page.
2. **Information Required:** The requestor’s written request to waive the noise ordinance shall contain the following information:
 - a. Name, address and telephone number of the Urbandale resident making the request, or the local contact and the area of Urbandale affected by the request;
 - b. The date, start time and proposed end time, and location of the event;
 - c. If a street is proposed to be temporarily closed for the event, identify the start point and end point of the street to be closed (i.e., ABC street between ##th Street to ##nd Street);
 - d. The type of noise disturbance(s) identified in the preceding section (i.e., musical instruments, sound equipment, other) to be waived;
 - e. The type of waiver category identified in the next section (i.e., private/residential event, public/open to the public, etc.);
 - f. A written statement from the requester noting the maximum number of people to attend the event after 9:00 p.m.;
 - g. A written statement from the requester indicating that the requester has notified and/or provided written information to the neighbors sharing a property boundary—opposite and abutting, and including those diagonally from the property, regarding the request to waive the noise control ordinance from 9:00 p.m. to a specific time beyond; and
 - h. **A written statement from the requester noting the objectors of those contacted in the preceding step**, along with their reasons for objections, any resolution attempted or agreed to, and any remaining unresolved objections.

Request Waiver Categories (RWC):

1. Private/Residential: A written request from an individual who lives in and owns the residential property, and who would host the private event that would take place at/on/in the residential property, and/or include temporary closure of the public or private street for the planned event. Private/Residential: waiver maximum until ten o'clock (10:00) p.m.; ending time may be earlier than maximum.
2. Private/Neighborhood: A written request from an individual who represents a group of individuals who live on the same residential block or adjacent to the same residential block, and who would collectively host the private event that would take place at/on/in the residential properties, and/or include temporary closure of the public or private street for the planned event. Also includes residents who live at but do not own the property, as long as the property manager agrees in writing to the request for the noise waiver related to the property. Private/Neighborhood: waiver maximum until eleven o'clock (11:00) p.m.; ending time may be earlier than maximum.
3. Private/Park Shelter: A written request from an individual who leases an enclosed park shelter for a private event, and who would host the private event that would take place at/in the park shelter. Private/Park Shelter: waiver maximum until ten o'clock (10:00) p.m., to enable the shelter to be vacated by the established park curfew time one-half hour later (Chapter 115, item 115.15); ending time may be earlier than maximum.
4. Private/Not Open to the Public: A written request from an individual who represents a not-for-profit or for-profit group that would hold an event not open to the general public (i.e., disc golf, etc.). Private/Not Open to the Public: private facilities in a non-residential area, waiver maximum until eleven o'clock (11:00) p.m.; ending time may be earlier than maximum.
5. Public/Open to the Public: A written request from an individual who represents a not-for-profit or for-profit group that would hold an event open to the general public (i.e., band competition at the High School, 4th of July street dance, Friday Fest, etc.). Public/Open to the Public: waiver maximum until eleven o'clock (11:00) p.m.; ending time may be earlier than maximum.
6. Public/General Good: A written request from a public entity to engage in an activity that would benefit the general public good (i.e., IDOT road repairs or construction that would take place in the evening when traffic flow is minimal, etc.). Public/General Good: waiver maximum until six-thirty (6:30) a.m.; ending time may be earlier than maximum.

Sample letter—written request from Requestor to City: Please adjust to fit your particular event—the more information you provide will help us to review your request.

Month __, 20__

rtaylor@urbandale.org or
mail to:
Sgt. Rebecca Taylor
3740 86th Street
Urbandale, IA 50322

I will have a ____(1)___ event on _(i.e., Satur)_ day, Month-Date-Year, beginning at ____ a.m./p.m., and I would like to request a waiver of the noise ordinance after 9:00 p.m., for a period of (2) hour(s) until (2) p.m. I anticipate that about (3) people will be in attendance after 9:00 p.m., and I have arranged for (4). In addition, I would like to block (5). ABC Street, between ##th Street to ##nd Street for a Block Party.

As required, I have checked with my neighbors and (6).

In addition, I would like to (7).

You may call me at either home _____ or work _____, or on my cell at _____ . I also have e-mail, which is _____.

Sincerely,

Your Name
Address
Urbandale, IA 503__

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- (1) This is the Request Wavier Category (RWC), i.e., "Private/Residential".
- (2) This is the maximum time period for the wavier, see at end of the RWC.
- (3) Estimate the number of people in attendance after 9:00 p.m.
- (4) This is the type of noise (i.e., musical instruments, live band, sound equipment, other, etc.).
- (5) Only indicate if you are also requesting as part of a Block Party request.
- (6) Indicate the results of checking with/or notifying your neighbors; i.e., there are no objections, there is/are some objections regarding concerns "xyz" (explain any resolution attempted or agreed to, and any remaining unresolved objections).
- (7) Include any other concerns or requests for information regarding this event.