



**SPECIAL EVENTS PERMIT APPLICATION**

This application form must be completed and submitted for review at least **21 days prior** to the date the event is scheduled to take place.

**ZONING REQUIREMENTS**

- CG, CS, CL, PMX-L, PMX-H, PS, OR, ROS ZONING DISTRICT
- UNDEVELOPED PROPERTY THAT IS A MINIMUM OF 1 ACRE OR DEVELOPED PROPERTY A MINIMUM OF 1.5 ACRES
- OFF PREMISES AND ON PREMISES SIGNS ARE ALLOWED WITH RESTRICTIONS
- MAXIMUM (4) SALES WITH A MAXIMUM OF (20) DAYS/YEAR
- INDEMNIFICATION OF CITY RE: LIABILITY IS REQUIRED

ADDRESS/EXACT LOCATION OF EVENT: \_\_\_\_\_

DATES OF EVENT: Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_

TIMES OF EVENT: \_\_\_\_\_

COMPLETE description of the nature of the event and all activities that are planned:

\_\_\_\_\_

Parade is included as an activity

Fireworks are included as an activity

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_

NUMBER OF SPECTATORS EXPECTED: \_\_\_\_\_

**TOTAL # OF ATTENDEES EXPECTED:** \_\_\_\_\_

SITE PLAN DRAWN TO SCALE: Location of all required facilities, including adequate traffic control and parking and the proposed layout of the event, including all temporary structures (tents, canopies, trailers, portalets, etc.)

MASTER SIGN PLAN: drawn to show the location of all on-premises and off-premises signs to be used during the event. The dates for the placement and removal of all signs.

MASTER VENDOR LIST: with the name, address and telephone number of all vendors and acknowledgment that each vendor has all necessary health and food service certifications.

PROPERTY OWNER AUTHORIZATION: which includes the owner's name, phone number, mailing address and the dates for which the approval of land use has been granted.

PLANS for sanitation facilities, sewage disposal, garbage and refuse disposal, drainage, floodlighting, potable water supply and food service

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\_\_\_\_\_  
\_\_\_\_\_

PLAN for internal security, communications, fire protection and emergency services.

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