



SPECIAL EVENT PERMIT APPLICATION

Date: _____

1. Name of Organization/Business: _____

2. Please Print your Full Name: _____ Contact Person: _____

Mailing Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ Name of Special Event: _____

3. Location of Special Event: _____

REQUIRED: Attach site plan, drawn to scale, or an aerial photograph illustrating the location of the proposed special event area(s) for TEMPORARY equipment such as tents, tarpaulins, shade structures, generators, portable restrooms, etc.

4. Will electrical power be required? Y N OR On-Site generators? Y N
(If yes, a separate electrical permit and fee will be required. Please submit this together to avoid any delays to your event.)

5. Duration of Event (30 days maximum): FROM ____/____/____ TO ____/____/____

6. Hours of Operation: FROM _____ A.M./P.M. TO _____ A.M./P.M.

7. Will a tent over 400 sq. ft. be used? Yes OR No
If yes, it must be flame spread certified. Provide data sheet(s) or manufacturer's information.

8. What Good(s), if any, will be sold? _____

9. Admission Fee, if any, will be charged to the public?.....\$ _____

10. Please select from the following: (Other fees may apply):

Minor Special Event without food involved.....\$ 75.00

Major Special Event without food involved.....\$ 100.00

Please Note: A separate County Health Department Permit will be required if food handling is part of the event.

Minor Special Event with food involved.....\$ 125.00

Major Special Event with food involved.....\$ 150.00

Please Note: A separate County Health Department Permit will be required if food handling is part of the event.

Additional costs associated with Special Event (i.e., police, clean-up, street closures, etc.): \$ _____

I hereby certify that the information provided above and in the attachments is true and accurate. I understand that any false information will render null any permit issued based on the information provided.

Applicant's Signature

Property Owner's Signature

Property Owner's Phone #

Applicant's Printed Name

Property Owner's Printed Signature

Today's Date

11. Special Events. Special events shall be permitted in certain specified zoning districts provided the following special conditions are met and maintained:

- _____ The special event shall be located on a paved surface or solid covered surface.
- _____ The special event shall take place only on the premise of the Permitted Location.
- _____ The facilities of a special event may occupy off-street parking spaces provided that no more than 25 percent of either the required off-street parking spaces of the shopping center or major business, or the actual off-street parking spaces provided on the premise shall be utilized for non-parking purposes.
- _____ The facilities of a special event shall not be located closer than two hundred (200) feet to the nearest inhabited residential structure.
- _____ The special event shall not be conducted after 12 midnight.

12. Special Events may incorporate the use of pennant flags, balloons and temporary signs or banners (1 per street right-of-way).

NOTE: Pennant flags, balloons and temporary sign(s) or banner(s) may not be located within the right-of-way or obstruct vehicular/pedestrian visibility triangles.

Describe signage to be used: _____ _____
Plan for removal of signage and trash: _____ _____

13. Special Events that involve street closure will require a thirty (30) day advance notice and a separate City Council action for approval.

For Office Use Only:		
Staff Review of Application:		
Zoning: _____	Date: _____	Approve or Deny: _____
Electrical: _____	Date: _____	Approve or Deny: _____
Building: _____	Date: _____	Approve or Deny: _____
Fire (if tent used): _____	Date: _____	Approve or Deny: _____
TAX ID: _____ - _____ - _____		
Comments: _____		