



APPLICATION FOR SPECIAL EVENTS PERMIT

FILE # \_\_\_\_\_

Office Use Only		
File #:	Date Complete:	Decision:

Special Events Permit Checklist

Documents required:	
	Completed Special Events Application Form (signed by ALL titled landowners)
	Letter of Intent (reason for Special Event) If this is a renewal, please list any changes for this year
	Fully dimensioned site plan of all existing and proposed structures on site, as well as the following: <ul style="list-style-type: none"> <li>o The legal description of the property</li> <li>o Main access and egress, emergency route, and muster stations</li> <li>o Front, rear, and side setback distances from the Special Event to the property lines</li> <li>o Parking areas and loading provisions</li> <li>o Access and egress locations to the site</li> <li>o Water and washroom accessibility</li> <li>o Dates and times of Special Event</li> <li>o Site Plan</li> </ul>
	Full name and addresses of all responsible parties
	Proof of Liability Insurance

- More information may be requested by the County to properly evaluate the application.
- **Please note that an application for a Special Event must be submitted at least 20 days prior to the event.**

The following personal information is for office use only. It will be removed from the package prior to circulation.

Location

County Contact

Address

Phone Number

Cell Phone

Fax Number

Email Address



APPLICATION FOR SPECIAL EVENTS PERMIT

FILE # \_\_\_\_\_

Name of Event: \_\_\_\_\_

Describe the Proposed Event: \_\_\_\_\_

\_\_\_\_\_

Event Website: \_\_\_\_\_

Dates of the Event: \_\_\_\_\_

Projected Number of Attendees: \_\_\_\_\_

Name of Registered Event Owner(s): \_\_\_\_\_

Name of Agent Authorized to Act on Behalf of Event Owner: \_\_\_\_\_

Event Organizer(s): \_\_\_\_\_

On Site Liaison (Name): \_\_\_\_\_

Security (Name if any): \_\_\_\_\_

Use of Any Existing and/or temporary structures (please ensure they correlate with the site plan)

\_\_\_\_\_

Expected Event Traffic (vehicle trips/day generated) \_\_\_\_\_

Parking Provisions: \_\_\_\_\_

Will the event feature amplified entertainment: Yes \_\_\_\_\_ No \_\_\_\_\_

Description: \_\_\_\_\_

Are food, beverages, and merchandise to be sold: \_\_\_\_\_

Will alcohol be served: Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please ensure a copy of the liquor license is attached)

Garbage Removal Provisions \_\_\_\_\_

Washroom Facilities: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many \_\_\_\_\_

