



**CITY OF ALBERTVILLE, MINNESOTA
SPECIAL EVENT PERMIT APPLICATION**

LICENSE NO. _____

APPLICATIONS WILL BE PROCESSED ONLY IF ALL ITEMS ARE SUBMITTED

Applications must be submitted no less than four (4) weeks prior to an Event, unless otherwise approved by City staff. Events with liquor service must be submitted no less than six (6) weeks prior to an Event. Applicants are advised to discuss their request with City staff as early as possible to ensure the event can be approved by the date desired.

Event Title:	
Address of Event:	
PID #:	

Applicant Name:	
Local Address:	
Permanent Address:	
Contact Phone No.:	

Property Owner:	
Local Address:	
Permanent Address:	
Contact Phone No.:	

Section 1: Written Description Required

Written Description Required: Proposed event/activity narrative and site plan with a timeline of events must accompany application and include details of boxes that are checked below.	
Check all that apply:	
<input type="checkbox"/>	Nature or purpose of event including
<input type="checkbox"/>	Estimated amount of people attending event.
<input type="checkbox"/>	Location of event including address or PID number.
<input type="checkbox"/>	Date(s), including set-up and take-down of materials.
<input type="checkbox"/>	Time of event including calendar date and start/end times of the event(s).
<input type="checkbox"/>	Outline fire protection for the event.
<input type="checkbox"/>	Food Service: Copy of Special Event License from Minnesota Department of Health. Minnesota state statutes section 157.16; Mobile Food Units (MFU's). Section 4-4-6 (F) of city code. See Section 6 of this application.

<input type="checkbox"/>	Lighting.
<input type="checkbox"/>	Medical facilities.
<input type="checkbox"/>	Music, including band(s), amplification, stage and speaker location, and other possible noise. Section 5-5-3 of city code. See Section 5 of this application.
<input type="checkbox"/>	Alcohol consumption and control management. Section 4-1-3 of city code; Temporary Liquor sales license. Section 4-1-4 of city code. <i>(State form needed.)</i> See Section 4 of this Application.
<input type="checkbox"/>	Parking provisions.
<input type="checkbox"/>	Security measures.
<input type="checkbox"/>	Signage.
<input type="checkbox"/>	Solid waste disposal (port-a-potties).
<input type="checkbox"/>	Tents (number, size and location).
<input type="checkbox"/>	Fencing of event area.
<input type="checkbox"/>	Neighborhood notification including door tags or flyers alerting residents that will be affected of the event (350 feet).
<input type="checkbox"/>	Temporary Outdoor Seasonal Sales. Section 1000.22 of city code. See Section 3 of this application
<input type="checkbox"/>	Street closures and traffic circulation. Indicate barricades needed if any. Requires signatures of homeowners impacted by the street closure.
<input type="checkbox"/>	Other items requested by City staff.

Section 2: Site Plan or Survey of Property

Site plan or survey of property showing:	
<input type="checkbox"/>	Building locations, if any.
<input type="checkbox"/>	Parking, street closures (if any) and traffic circulation patterns.
<input type="checkbox"/>	Exact location of tents, displays related to event/activity, music stages and speakers, security, medical staging area, lighting, food/drink areas and fencing of event.

Section 3: Outdoor Seasonal Sales

Outdoor Seasonal Sales Criteria:	
<input type="checkbox"/>	The maximum term of operation shall be sixty (60) consecutive days, with a maximum of two (2) permits per calendar year for each use.
<input type="checkbox"/>	No portion of the use shall take place within any public right of way or landscaped green strip.
<input type="checkbox"/>	Parking and display areas associated with the use shall not distract or interfere with existing business operations or traffic circulation patterns.
<input type="checkbox"/>	Display areas and parking spaces shall use those parking lot spaces that are in excess of the minimum required parking for the primary use of that property.
<input type="checkbox"/>	The site shall be kept in a neat and orderly manner, and display of items shall be as compact as possible so as to not interfere with existing business, parking or driveway operations.
<input type="checkbox"/>	Sales products, trailers, temporary stands, etc., shall be located on an asphalt or concrete surface as approved in the administrative permit.

<input type="checkbox"/>	Temporary outdoor seasonal sales uses (with a valid administrative permit) may have one on site temporary sign not to exceed twenty four (24) square feet in area and not more than twelve feet (12') in height
<input type="checkbox"/>	The owner/operator shall have the written permission of the current property owner to locate the use on a specific site.
<input type="checkbox"/>	A daily cleanup program shall be presented as part of the administrative permit application.
<input type="checkbox"/>	Those temporary outdoor seasonal sales uses that are determined by the city administrator not to be consistent with the intent of the city code or comprehensive plan may be appealed pursuant to the process outlined in chapter 600 of this ordinance.

Section 4: Outdoor Liquor Sales

Outdoor Liquor Sales Regulations:	
<input type="checkbox"/>	Hours: No intoxicating liquor is to be served outside between the hours of twelve o'clock (12:00) midnight and eight o'clock (8:00) A.M.
<input type="checkbox"/>	Fencing; Access: The area designated for the dispensing and consuming of intoxicating liquor shall be enclosed by a fence with access into the designated area allowed only via the principal building located on the property, unless a different controlled access is approved by the city.
<input type="checkbox"/>	Music and Entertainment: 1. No live musical performances shall be allowed in the designated areas without specific approval by the city. 2. Music or other entertainment in the designated area shall cease at eleven fifty nine o'clock (11:59) P.M. on Friday and Saturday and at ten o'clock (10:00) P.M. on all other nights.
<input type="checkbox"/>	Other Regulations: Any other reasonable conditions required by the city. (2005 Code)
<input type="checkbox"/>	Description: The license specifically describes and depicts the outdoor area. (Ord. 2009-026, 12-7-2009)

Section 5: Outdoor Musical Performances

Outdoor Musical Performances Regulations:	
<input type="checkbox"/>	Any person, organization, and/or entity shall be limited to a maximum of two (2) major permits per year. No commercial property shall host more than three (3) major events in a calendar year.
<input type="checkbox"/>	The permit applicant must pay a permit fee as established in section 3-1-3 of this code and provide information and/or a plan(s) that demonstrates that the site event will comply with the performance standards of this code.
<input type="checkbox"/>	The permit applicant must demonstrate that there will be adequate sanitary facilities for the event.
<input type="checkbox"/>	The permit applicant must demonstrate that there will be adequate security and fencing to control access to the event at the location of the outdoor musical performance.
<input type="checkbox"/>	The permit applicant must have sufficient off street parking. The music event shall not occupy required parking for the principal use of the site.

<input type="checkbox"/>	The major outdoor musical performance must not interfere with other commercial and governmental activities or with the quiet enjoyment of residential property.
<input type="checkbox"/>	The stage, performers, speakers and amplifiers are located three hundred feet (300') from any residence located in a residential zoning district.
<input type="checkbox"/>	The stage, speakers, and amplifiers are arranged in a design and manner that does not directly broadcast music at or toward a residence within three hundred feet (300') of the stage.
<input type="checkbox"/>	Major outdoor music events shall be allowed between May 15 and October 15 and the live outdoor musical performance shall only occur on the dates and during the hours designated by the city council.
<input type="checkbox"/>	Major outdoor music events shall not perform beyond twelve o'clock (12:00) midnight.
<input type="checkbox"/>	The volume of the outdoor musical performance must be reasonable. The permit holder shall comply with all requests of the sheriff's department to reduce volumes to mitigate nuisance complaints.
<input type="checkbox"/>	Failure to abide by these standards or the receipt of nuisance complaints may be grounds for denial of future major outdoor musical permits for the property.

Section 6: Mobile Food Units

Mobile Food Units (MFU's) Criteria:	
<input type="checkbox"/>	MFU's must be licensed by the Minnesota health department, and must adhere to state regulations for food trucks as provided in food code chapter 4626.1860 mobile food establishments; seasonal temporary food stands; seasonal permanent food stands. Evidence of the state license must be provided to the city as part of the local license application.
<input type="checkbox"/>	MFU's operations are limited to the business, industrial, and public/institutional districts, and are not permitted between the hours of ten o'clock (10:00) P.M. and eight o'clock (8:00) A.M. Ice cream truck vendors may operate in all zoning districts, but must adhere to the described hours of operation.
<input type="checkbox"/>	Trash and/or recycling collection and cleanup must be provided.
<input type="checkbox"/>	MFU's must provide independent power supply which is screened from view. Generators are permitted.
<input type="checkbox"/>	MFU's may not maintain or use outside sound amplifying equipment, televisions or other similar visual entertainment devices, lights or noisemakers such as bells, horns or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noisemaking devices to announce their presence.
<input type="checkbox"/>	MFU's cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
<input type="checkbox"/>	MFU's shall be located on an asphalt or concrete surface.

<input type="checkbox"/>	MFU's may not be located within two hundred feet (200') of existing restaurants or coffee shops, as measured from the MFU to the food service building. However MFU's may be permitted within two hundred feet (200') of existing food establishments within the same shopping center, with permission from the shopping center's owner.
<input type="checkbox"/>	MFU's must close during adverse weather conditions when shelter is not provided.
<input type="checkbox"/>	MFU's must be located on private property, and the applicant must provide written consent from the property owner. However, MFU's may be located in a public park with approval from the city, and ice cream trucks are allowed to operate within the public right of way in residential districts.
<input type="checkbox"/>	Ice cream truck vendors are required to undergo a criminal background check prior to operating in the community, at the cost of the applicant.
<input type="checkbox"/>	If MFU sites are found to be in noncompliance with any conditions as provided in this chapter, the city reserves the right to revoke the MFU transient merchant license. (Ord. 2015-06, 8-3-2015)

Section 7: Fees

Fees:	
<input type="checkbox"/>	Application Fee: \$50.00*
<input type="checkbox"/>	Staff Review: \$25.00* (Engineering, Inspections, Fire Dept.)
<input type="checkbox"/>	Additional Fees (<i>dependent upon activities at special event</i>): \$25.00* (Mailings – staff time, postage, materials if applicable) <i>Note: Please discuss with staff prior if this is needed.</i> \$35 Temporary Sign Permit \$50 Outdoor Music \$75 Mobile Food Unit Varied Liquor License
<input type="checkbox"/>	Insurance Policy Required <i>Note: City of Albertville must be the Certificate Holder and named "additionally insured" on the policy.</i>
<input type="checkbox"/>	Total Due:



OFFICE USE ONLY

Date Received:	
Date Materials Accepted:	
Date Reviewed By:	<p>_____ City Planner _____ Fire Department</p> <p>_____ City Admin-PWD _____ City Clerk</p> <p>_____ Bldg. Department</p>
Approved On:	
Permit Issued:	
Notes:	