

## Temporary use permit application

For events lasting more than 14 days

Fee - \$1,000

Organization (applicant): \_\_\_\_\_

Name of contact: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

The city will review applications with the assistance of zoning, fire, police, public works and other members of the city staff as may be required by the nature of the activity proposed for the use. Applicants will be informed of any additional city permits or licenses required. If permit fees are required, or if reimbursement of extraordinary city costs is warranted, applicants will be provided with an estimate of those amounts.

Applicants must submit the following information accompanied by this signed application.

1. A narrative on company letterhead that includes the following information:
  - Description of the location, including the street address
  - Dates and times of proposed activity (include time for setups, staging and tear down)
  - Description of the proposed activity, including information about services provided, food available, availability of alcoholic beverages, tents or other structures to be erected, entertainment, raffles, etc.
  - List of any known or potential hazards to property or persons related to the proposed activity
  - Description of the number of persons involved in the activity or expected attendance
  - The amount and type of equipment to be used in the activity including vehicles
2. Additional application materials
  - Site plan showing compliance with city code
  - Public safety plan, including traffic control, fire protection and security of the site and area
  - Cleanup and restoration plan
  - Sign plan, including temporary marketing signs and private directional signs to be displayed for the duration of the event
  - Mitigation plan addressing public health, safety, welfare and community impacts from the use, including any sound and vibration impacts to surrounding properties
  - Payment of temporary use permit application fee (\$1,000)

**Office use only**

Planning staff: \_\_\_\_\_ Filing date: \_\_\_\_\_ Case number: \_\_\_\_\_

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## Statement of applicant

I acknowledge having read and understood the conditions stated on this form and agree to abide by those conditions and any other applicable laws and ordinances.

### Applicant

### Current fee owner

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Print name

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Print name

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Signature

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Signature (if different from applicant) or attach letter from current fee owner

## Conditions

1. **Compliance with law** – Applicant will obey all city ordinances, rules and directions of city employees pertaining to the use of city property and public right of way, including the location and storage of vehicles and equipment, crowd control and the restoration of premises to their original condition after use.
2. **Location approval** – Applicant will confine all activities to the locations and time schedule noted on the reverse.
3. **Indemnity** – Applicant agrees to defend, indemnify and hold harmless the City of St. Louis Park from any and all loss, cost, damages and expenses of any kind, including attorney fees, on account of personal injury or property damage resulting from any activity of applicant on municipal property or in connection with any property which is the subject matter of this document, and for damage caused by, arising out of, or in any way connected with the exercise of this instrument.
4. **Liability insurance** – In no way limiting the indemnity agreement above, the applicant (if requested) will furnish the city with a certificate of liability insurance acceptable to its risk management department showing combined single limit coverage for bodily injury and property damage, or the equivalent of such coverage, for not less than \$1 million. The city, including its officials, employees and agents, will be named an additional insured in the liability policy.
5. **Security for costs** – The applicant will reimburse the city for costs incurred in the use of city equipment and assignment of municipal employees to duty in connection with the activity, if that assignment lies outside the normal scope of duties or operation.
6. **Limitation** – Additional permits may be required dependent upon the activities to be conducted.
7. **Appointment of agent** – A local agent will be designated to sign this form who will have authority to represent the applicant in all matters relating to exercise of the privileges herein granted and who will be responsible for compliance with these conditions.

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**Office use only**

Processed by: \_\_\_\_\_

Department	Contact	Date
Fire	_____	_____
Police	_____	_____
Public works	_____	_____
Inspections	_____	_____
Zoning	_____	_____
City clerk	_____	_____
<b>Other contacts</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Permit/license required	Fee
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Other project fees/charges	Fee
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total estimated fee:** \$ \_\_\_\_\_

**§36-82 Temporary Uses.****(4) Carnivals and festivals.**

- a. Carnivals and festivals shall not be permitted for more than 14 days in any calendar year except in public parks or closed right of way as approved by the city or as specified by PUD approval. The city council may approve events lasting more than 14 days at any other location with the following conditions:
  1. Approval of a site plan showing compliance with city code;
  2. Approval of a public safety plan, including traffic control, fire protection and security of the site and area;
  3. Approval of a cleanup and restoration plan;
  4. Other conditions to address the public health, safety, welfare and community impacts from the use, including any sound and vibration impacts to surrounding properties;
  5. A financial guarantee, in an amount determined by the zoning administrator or city council, may be required to ensure compliance with and/or completion of the approved plans;
  6. Payment of all required application fees.
- b. Carnivals and festivals shall be permitted within the required front yard, side yard, and rear yard; except where prohibited under section 36-76. Carnivals and festivals shall not be allowed within the public right of way unless such right of way will be closed for the event as approved by the city.
- c. All signage must meet the temporary signage provisions found in Section 36-362(h)(3); a sign plan for carnivals and festivals lasting longer than 14 days may vary from the temporary signage provisions if approved by the city council. Exceptions to the temporary sign ordinance shall be limited to allowing:
  1. Temporary signs to be displayed for the duration of the event.
  2. Up to twice the temporary sign area on the site than otherwise allowed. More than twice the temporary sign area may be approved for sites larger than 200,000 square feet.
  3. Private directional signage provided the signs are unlit, for directional purposes only, are 2 square feet per sign face or less, and are located to direct traffic to and from the location and the closest highways and away from residential and other sensitive land use areas.