

**Planning & Zoning Department**

**Temporary Use  
Special Use Permit Application**

**TODAY'S DATE:** \_\_\_\_\_

1. Type of Event: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone No. \_\_\_\_\_
3. Contact Name: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_ City/St \_\_\_\_\_ Zip \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Address/Location of Place of Event: \_\_\_\_\_
7. Legal Description of Property: \_\_\_\_\_
8. Present Land Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_
9. Days & Hours of Event: \_\_\_\_\_

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Signature

AMOUNT PAID \$ \_\_\_\_\_

RECEIPT NUMBER \_\_\_\_\_

**Items Needed:** \_\_\_\_\_ Sealed Survey or Metes and Bounds (If acreage property)  
\_\_\_\_\_ Letter of Authorization from Owner (If the applicant is not the owner of property)  
\_\_\_\_\_ Site Plan  
\_\_\_\_\_ Letter of Proposal  
\_\_\_\_\_ Insurance

**FEE: \$200**

**PUBLIC HEARING DATE (PLANNING & ZONING COMMISSION) – 4:00 P.M.:** \_\_\_\_\_

**PUBLIC HEARING DATE (CITY COUNCIL) – 6:00 P.M.:** \_\_\_\_\_

## Section 2.511 Public Interest and Special Events

Special events in stadiums or City parks shall be regulated by the City and are not limited by this section. All other special events are permitted by Special Use permit if the following are demonstrated:

- A. **Duration.** The special event shall be limited to no more than five consecutive days, not including set-up and tear-down unless approved by the City.
- B. **Access Control.** If deemed necessary by the City Engineer, property access shall be controlled by special traffic personnel paid for by the applicant. Prior to receiving a permit, the applicant must provide written communication from the Police Department indicating adequate provisions have been made.
- C. **Sanitation.** The City, or another applicable department or agency, shall approve the sanitary provisions. Prior to receiving a permit, the applicant must provide written communication from the applicable department or agency indicating adequate provisions have been made.
- D. **Electric and Lighting.** The City's Inspector shall approve all electric and lighting facilities. Prior to receiving a permit, the applicant must provide written communication from the Inspector indicating adequate provisions have been made.
- E. **Noise.** Maximum noise levels may be established. The levels shall be based on the distance of the site to adjoining residential uses and any history of complaints about similar events.
- F. **Site Restoration.** The applicant shall provide surety for complete site restoration upon the event's conclusion or should the permit be revoked.