



CITY OF MONTICELLO
 City Clerk
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 info@ci.monticello.mn.us

**Special Event Permit
 Application Checklist**

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
Name of Event	
Location/Address of Event	
Dates & Times of Event	

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the City Clerk’s Office.

Application Submission Schedule

Application, required information, and payment must be submitted **no later than 30 working days** prior to desired approval date.

Application Information

Applicants shall note that in addition to a special event permits, any liquor license or permit, sign permits and building permits for tents may also be required and are not included within the special event permit application and approval.

Any requested use of City facilities, City staff resources, City equipment, and/or City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council. In addition, events which occur after 10 PM may requires review and approval by the City Council as related to noise ordinances. Please provide clear information in the application regarding these requests.

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	<p>A written narrative including:</p> <ol style="list-style-type: none"> 1. A description of the proposed special event, how it will function on the property, hours and dates of operation, and any other information necessary to fully describe the request; and 2. An explanation of how the proposed special event will meet each of the review criteria specified by code (on reverse), as well as any additional criteria that may apply for the specific use. 3. Any requested use of City facilities, City staff resources, City equipment and City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council 	
	<p>A site plan showing all information necessary to accurately depict how the proposed use will function on the site. Information required on the site plan shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. The location of all existing and proposed structures; 2. Driveways and parking areas; 3. Proposed storage spaces; 4. Natural features such as woodlands, wetlands, shorelines, etc; 5. Proposed number of parking spaces (if applicable). 	
	<p>If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan.</p>	
	<p>Any event proposing to erect a temporary tent structure is required to obtain a permit from the Monticello Department of Building and Safety and Code Enforcement.</p>	
	<p>Certificate of insurance/liability coverage.</p>	
	<p>Electronic copies of all written narratives and plan sets required above.</p>	
	<p>Application fee: \$50 \$25 – for non-profit/charitable organization</p>	

Special Event Review Process

- The City Clerk will review all applications.
- Applications determined to conform with the approval criteria outlined in Monticello Zoning Code Section 2.4(L)(4)(a) and listed below shall be approved by the Community Development Department with any conditions deemed necessary. A copy of the approved permit shall be provided to the applicant which includes all conditions and comments.
- Applications not conforming with the approval criteria outlined in Section 2.4(L)(4)(a) shall be denied by the Community Development Department.
- A notice of denial shall be provided to the applicant which includes all identified reasons for denial.

Special Event Temporary Use Permit Approval Criteria

Approval of a Special Event Permit shall only be granted once the City Clerk has determined the use shall:

- Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- Be compatible with the principal uses taking place on the site;
- Not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- Not include permanent alterations to the site;
- Not maintain temporary signs associated with the use or structure after the activity ends;
- Not violate the applicable conditions of approval that apply to a site or use on the site;
- Not interfere with the normal operations of any permanent use located on the property; and
- Contain sufficient land area to allow the temporary use, structure, or special event to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.
- Not create an unreasonable risk of significant:
 1. Damage to public or private property, beyond normal wear and tear;
 2. Injury to persons;
 3. Public or private disturbances or nuisances;
 4. Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
 5. Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public services demands; and
 6. Other adverse effects upon the public health, safety, or welfare.
- The special event shall not be of such a nature, size, or duration that the particular location requested cannot reasonably accommodate the event.
- The special event shall not conflict with another permitted special event at the same location in a manner that will negatively impact the public health, welfare, or safety.

Special Event Temporary Use Permit Conditions of Approval

- In approving the Special Event Permit, the City Clerk's Office is authorized to impose such conditions upon the issuance of the permit as may be necessary to reduce or minimize any potential adverse impacts upon other property in the area, as long as the condition relates to a situation created or aggravated by the proposed special event. The Community Development Department is authorized, where appropriate, to require:
 1. Provision of temporary parking facilities, including vehicular access and egress.
 2. Control of nuisance factors, such as but not limited to, the prevention of glare or direct illumination of adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gases, and heat.
 3. Regulation of temporary buildings, structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards.
 4. Provision of sanitary and medical facilities.
 5. Provision of solid waste collection and disposal.
 6. Provision of security and safety measures.
 7. Use of an alternative location or date for the proposed special event.
 8. Modification or elimination of certain proposed activities.
 9. Regulation of operating hours and days, including limitation of the duration of the special event to a shorter time period than that requested or specified in this subsection.
 10. Submission of a performance guarantee to ensure that any temporary facilities or structures used for such proposed special event will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition.

Duration of Permit

A temporary use permit for a special event authorized in accordance with this subsection shall be limited to a maximum duration of 14 days per site per calendar year, unless otherwise specifically authorized by the City Clerk.

Property Owner's Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.	
(Signature)	(Date)

Applicant's Statement	
This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.	
(Signature)	(Date)

CITY APPROVAL		
(City Clerk Signature)	(Date)	
(Community Development or Building Dept Signature)	(Date)	
Special Event Permit	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Approval is granted with the following conditions:

Internal review checklist (as applicable):				
Public Works Routing	Admin	Parks	Streets	Director
Law Enforcement Notification				
Building Department (Tents)				
Monticello Community Center Room/Park Reservations				

Post-Approval Routing/Requirements	
Applicant	
Public Works	
Law Enforcement Notification	
City Clerk	
Monticello Community Center Room/Park Reservations	
Liability Insurance Certificate Received	
Surrounding Property Owner Notification Complete	