



2016
CITY OF COON RAPIDS
APPLICATION FOR SPECIAL EVENTS PERMIT
REGIONAL SHOPPING DISTRICT

COMMUNITY DEVELOPMENT DEPARTMENT
11155 Robinson Dr.
Coon Rapids, MN 55433
763-767-6460
mail@coonrapidsmn.gov

Application Received
by _____
Date _____
Permit No. _____
Receipt No. _____
Business ID No. _____
Approval _____

Applicant Name (Property Owner)

Applicant Address

Phone

E-Mail

Fax

Pin # _____

Description of Event:

Three horizontal lines for describing the event.

INCLUDE A SITE PLAN SHOWING LOCATION OF SPECIAL EVENT INCLUDING:

- Existing buildings and other improvements on the property
On site circulation including car parking spaces, loading areas, driveways, with dimensions and setbacks
Location of any temporary structures
Location of services such as water or electric

Dates: from _____ to _____

(maximum of 3 days per event)

(maximum of 90 days are allowed to each property owner per calendar year)

Permit fee is \$50.00

THIS PERMIT IS SUBJECT TO THE FOLLOWING REGULATIONS:

Section 11-2603 Accessory Uses.

(2) Special Events. The Community Development Director may grant to the property owner or agent a special event permit for the gathering for a common purpose, including but not limited to musical presentation, festivals, carnivals, dances, and the display and sale of merchandise, for a time period not to exceed 3 days per event pursuant to such application the Director may require. The total number of days available to each property owner cannot exceed 90 days within a calendar year. The Director shall approve or deny the permit based on public safety considerations, and communicate the determination and reasons therefore to the applicant within 30 days of the receipt of a completed application. The appeal of a denial of a special event permit, if any, must be to the City Council, who shall affirm, rescind, or modify the determination within 30 days of the appeal.

(a) Every applicant must pay a fee for each special event permit regulated by this Section before being granted a permit.

(b) Special event permit fees will be established from time to time by ordinance of the City Council

Penalties

Violation of any provision of these regulations shall be a misdemeanor. Each day the violation continues in existence shall be deemed a separate violation. All special events are subject to penalty for violation. In addition, violations are subject to the administrative penalties provisions of Revised City Code-1982, Chapter 2-1100.

Fees

The permit fee is \$50.00 per permit. Each special event requires a separate permit.

I/We hereby submit this application for a special event permit and by doing so agree to abide by the regulations concerning such event as found in Chapter 11-706 of the City Code. By signing this application, the property owner or agent grants the City right of entry to remove any improvements associated with the event if they are not removed by the expiration date of the permit and agrees to pay the cost associated with that removal. If the cost of removal is not paid, it will be assessed against the property. Further, I/we understand that the applicant may be cited personally for misdemeanor violation(s) of these regulations.

PROPERTY OWNER/AGENT:

Property Owner/Agent (print name)

Property Owner Signature

Title

Company Name

Phone Number

e-mail

Date