



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
planning@coonrapidsmn.gov

Office Use Only:
Date Received
Permit No.
PIN
Date Complete

PROPERTY OWNER, COMPANY OR AGENT

Property Owner, Company or Agent Name
Property Owner or Company Address (Street, City, State, Zip)
Email Phone

APPLICANT (IF DIFFERENT FROM ABOVE)

Applicant Name
Applicant Address (Street, City, State, Zip)
Email Phone

SPECIAL EVENT INFORMATION

Address or General Location of the Event in Riverdale Village
Event Name and Brief Description of Event
Event Date(s): From (DD/MM/YYYY): To (DD/MM/YYYY):

Note: each event is allowed a maximum of 3 days and each property owner is allowed 90 days for events per calendar year

(OVER)

DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (CHECK ALL THAT APPLY)

- Electrical generator 15kW or greater or will have power cords across public walkways** – this may require a separate electrical permit or inspection through the Building Inspections Division
- Fireworks display** – this will require a separate permit through the City Clerk’s office
- Food truck(s) or mobile food unit(s)** – this will require a separate permit through the City Clerk’s office
- Parade, march or walk** – this will require a separate permit through the City Clerk’s office
- Sale of liquor, beer or wine** – this will require a separate permit through the City Clerk’s office
- Tent or canopy, with sides, greater than 400 square feet** – this will require a separate permit through the Building Inspections Division
- Tent or canopy, open on all sides, greater than 700 square feet** – this will require a separate permit through the Building Inspections Division

SUBMITTAL REQUIREMENTS

1. Site plan drawing or sketch showing the following:
 - Existing buildings and other improvements on the property
 - On site circulation of event including car parking spaces, loading areas, driveways, with dimensions and setbacks
 - Location of any temporary structures or tents
 - Location of services such as water or electric
2. Property owner approval or signature
3. Required permit fee of **\$50** per permit. Each special event requires a separate permit.

THIS PERMIT IS SUBJECT TO THE FOLLOWING REGULATIONS:

11-706.4 Outdoor Display and Sales. The outdoor display and sale of merchandise is prohibited, except as allowed with a Special Event Permit.

11-706.5 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 three 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.

Owner Signature _____ Date _____
(Unless property owner approval included with permit)

Applicant Signature _____ Date _____