



Fee Collected \$ _____
Receipt # _____
Check # _____
Date Paid: _____

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SPECIAL EVENT APPLICATION - \$35.⁰⁰ Fee

An event small in size that only occurs 1 time a year and is less than 2 days in duration and is not in the parking area intended for the public.

Date Permit Issued: _____ Date Permit Expires: _____

APPLICANT: COMPLETE INFORMATION BELOW

Applicants Name: _____ Phone Number: _____

Contact: _____ Phone Number: _____

Address: _____

Date of Event: _____

Location of Event: _____ Baxter, MN

Hours of Operation: _____

Goods being Sold: _____

Are you installing a tent? Yes No If Yes, what size? _____ x _____ x _____

Banner Temporary Sign Size of Sign: _____ x _____ = _____ sq. ft. (Not to exceed 32 sq. ft.)

Sign setback from Road Right of Way: _____ ft.

- **Please attach a site plan drawing showing property dimensions, streets/roads and all setback requirements.**

Applicant's Signature

Date

**This permit must be approved and a signed copy received from the Zoning Department before any type of event can begin. Failure to complete the application and secure proper permits prior to the event will be subject fines as detailed in City Code Title 1-4-3.

Zoning Department Approval:

Name: _____

Title: _____

Date: _____

Special Event Application Check List

****Events that occur more than once per year and/or longer than two (2) days require a Conditional Use Permit.**

Application is COMPLETELY filled out.

Event will run less than two (2) days one time annually.

Site plan of location showing placement of all structures that will be installed and the setbacks of those structures.

Temporary Structure Permit (if applicable) and all information required for this permit. **If a tent over 120 sq. ft. is being used, there will be an additional charge of \$75.⁵⁰ for a Temporary Structure Building Permit that will also need to be submitted. REVIEW process is required (minimum of 10 business days).

Have a letter from property owner authorizing the use of their property.

Have minimum impact on traffic/parking in the area involved.

*****Your COMPLETE application will be reviewed within ten (8) business days from when it was received.**

*****Applications must be received (10) days prior to the special event.**