



LAND USE PERMIT Ag. Entertainment Event Plan

File #: _____
Office Use Only
Revised May 2016

APPLICANT INFORMATION

Property Owner: _____ Contractor/Agent: _____
Mailing Address: _____ Mailing Address: _____
Daytime Phone: (____) _____ Daytime Phone: (____) _____
Cell: (____) _____ Cell: (____) _____
E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____
Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of _____
Computer #: _____ - _____ - _____ - _____ Parcel #: _____ . _____ . _____ . _____

LAND USE INFORMATION

Zoning District: (Check one): AG. 1 AG. 2
Overlay District: (Check any/all that apply): SHORELAND RIVERWAY FLOODPLAIN ADULT ENT.

State the event(s) and date(s) occurring in this calendar year: _____

FEES

FEES Application Fee: **Please refer to the current fee schedule on our website.**

Applications must contain all events being conducted on property, which are expected to have 100 or more attendants in a 24 hour period. Additional event plans must be submitted for any event not included in this submittal. Ag. entertainment activities may not exceed 15 calendar days in a 12 month successional period.

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY	
Pre-application Meeting: ___/___/___	With: _____
Complete Application Accepted: ___/___/___	By: _____
Fee Received: ___/___/___ \$ _____	Receipt #: _____

GENERAL EVENT PLAN APPLICATION PROCESS

APPLICATION:

Applications will not be accepted until the applicant has:

- Accompanied application with plot plan drawing (to scale or with dimensions) depicting:
 - Event area
 - Parking areas (Entry/Exit)
 - Sanitary facilities
 - Solid waste disposal facilities
 - Existing structures
 - Roads (Right-of-Way)
 - Wetlands/Navigable waterways
 - Property lines
 - Wells
 - Septic systems
 - Placement of any onsite signage
- State all event days that have taken place or are proposed within a 12 month period of the proposed event
- Meet with Staff to review the application
- Resolved any land use violations and paid any outstanding fees owed to the Community Development Department
- Signed the application form (*the signatures of the property owners and agents acting on their behalf are required*)
- Submitted the appropriate application fee (*nonrefundable*) payable to St. Croix County

REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within 10 days. Upon receiving a complete application and supporting documents, staff will review the application and make a decision based on its merit. Either a land use permit or statement why the application was denied will be mailed to the applicant.

NOTICE:

If applicant proposes an event pursuant to St. Croix County Ordinance 17.14(B)(6), which is not included in the original submission, the applicant must submit an additional event plan application. The Zoning Administrator may require an additional review fee for additional application submittals.

Under no circumstance will an application be approved if proposed events exceed the 15 calendar day maximum within a 12 month successional period. **ALL** ag. entertainment activities meeting the definition in St. Croix County Ordinance must be counted toward the 15 event day maximum, not only those activities which require event plans because of attendance (100+ anticipated persons).

CHECKLIST FOR COMPLETE APPLICATION

- Completed and signed application form with fee.
- Plot plan diagram with items listed above.
- List of previous/proposed events within 12 month period
- Signed servicing contract with provider of sanitation facilities.
- If approved, the following entities must be provided with a copy of the approved event plan **at least 30 days prior to event** and any appropriate permits secured:
 - Clerk of the Town in which property is located
 - St. Croix County Sheriff's Dept. and local law enforcement
 - Emergency medical service provider for the area
 - Servicing fire department
- Addendum for additional requests and/or supplemental information sheet (*if required*).
- Other information: _____

NOTE: All maps and plans shall be no larger than 11x17. No covers, binders, or envelopes. Paperclip your application in the upper left-hand corner.