

**SPECIAL EVENT  
PERMIT -  
ORDINANCE NO. 606**

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# INTRODUCTION

The ordinance is intended to update the Lindsay Municipal Code to provide applicable guidelines to the application process for a Special Event Permit.

# PURPOSE AND INTENDED USE

To establish a process that allows special events to use city streets, sidewalks, facilities, and/or services.

- Outdoor sales activities
- Retail events
- Special activities e.g. carnivals, fairs, and road closures

# EXISTING

**CLASS I:** TEMPORARY SIGNS, GRAND OPENING BANNERS, BALLOONS

STAFF APPROVAL

**CLASS II:** TEMPORARY USE OF PUBLIC SPACE 31 DAYS OR LESS FOR SPECIAL OCCASIONS

STAFF APPROVAL

**CLASS III:** EVENTS WITH MORE THAN 100 ATTENDEES

STAFF APPROVAL

**CLASS IV:** EVENTS WITH 100-500 ATTENDEES

COUNCIL APPROVAL

**CLASS V:** EVENTS WITH > 500 ATTENDEES

COUNCIL APPROVAL

# PROPOSED

**CLASS I:** TEMPORARY USES OF 31 DAYS OR LESS FOR SPECIAL OCCASIONS.

STAFF APPROVAL

**CLASS II:** LOW IMPACT ROAD CLOSURES & CITY-OWNED PROPERTY.

STAFF APPROVAL

**CLASS III:** SALE OF ALCOHOL, EVENTS INVOLVING HIGH IMPACT STREET CLOSURES OR ON CITY-OWNED PROPERTY; CHARGING AN ENTRY FEE; HIGH IMPACT TO SURROUNDING AREA, OPEN TO THE PUBLIC ON PRIVATE PROPERTY; USE OF PUBLIC SPACE E.G. MARATHONS, CYCLING TOURS, FAIRS, CARNIVALS, RODEOS, AND CONCERTS

COUNCIL APPROVAL

# REQUIREMENTS

**CLASS I: COMPLETED APPLICATION, SITE PLAN, BUSINESS LICENSE, PROPERTY OWNER'S PERMISSION**

**CLASS II: COMPLETED APPLICATION, SITE PLAN, TRAFFIC CONTROL/PARKING CONTROL PLAN.**

**CLASS III: COMPLETED APPLICATION, SITE PLAN, TRAFFIC CONTROL/PARKING CONTROL PLAN, WASTE PLAN, ABC LICENSE, FIRE DEPARTMENT INSPECTION, BUILDING AND SAFETY INSPECTION, SAFETY PLAN.**

**REQUIREMENTS FOR ANY CLASS MAY VARY BASED ON SPECIFIC NEEDS OF EVENTS**

# MODIFICATIONS AND SPECIFICATIONS

- CLASS IDENTIFICATION BASED ON IMPACT
  - IMPACT DEFINED BY CITYMANGER OR THEIR DESIGNEE
- CLASS II OR III EVENTS MAY NOT BE HELD IN RESIDENTIAL ZONES
- APPLICANT MUST PASS ALL REQUIRED INSPECTIONS AND SUBMIT ALL REQUIRED DOCUMENTATION

# MODIFICATIONS AND SPECIFICATIONS

- CLASS I AND II APPLICATIONS MUST BE SUBMITTED NO LATER THAN 15 CALENDAR DAYS PRIOR TO THE DATE OF THE PROPOSED EVENT
- CLASS III APPLICATIONS MUST BE SUBMITTED NO LATER THAN 60 CALENDAR DAYS PRIOR TO THE DATE OF THE PROPOSED EVENT

# MODIFICATIONS AND SPECIFICATIONS

- SPECIAL EVENTS INVOLVING THE SALE OF ALCOHOL ARE AUTOMATICALLY CATEGORIZED AS A CLASS III
  - REQUIRE ABC LICENSE
- ANY EVENT ON VACANT LAND OR COMMERCIAL PROPERTY WILL BE SUBJECT TO AN SEP IF THE NATURE OF THE EVENT SURPASSES THE CAPACITY OF THE PROPERTY'S INTENDED USE



# MODIFICATIONS AND SPECIFICATIONS

- APPLICANTS REQUESTING A FEE WAIVER MUST SUBMIT A LETTER WITH THE REASONING AS TO WHY THE FEE SHOULD BE WAIVED
- LETTER SHOULD BE SUBMITTED ALONG WITH APPLICATION
- FEE WAIVERS CAN ONLY BE APPROVED BY COUNCIL

# FEES

Current Fees				
Class I	Class II	Class III	Class IV	Class V
\$250	\$350	\$450	\$800 deposit	\$1,500 deposit

  

Proposed New Fees		
Class I	Class II	Class III
\$100	\$250 + Staff's Fully burdened Hourly Rate + Facility Rental Fee (if applicable)	\$500 + Staff's Fully Burdened Hourly Rate + Facility Rental Fee (if applicable)



# QUESTIONS

