



## DEPARTMENT OF COMMUNITY DEVELOPMENT

200 North Second Street  
Saint Charles, MO 63301  
636-949-3227  
FAX 636-949-3557

### SPECIAL EVENT PERMIT APPLICATION (FOR NON-RESIDENTIALLY ZONED PRIVATE PROPERTY)

APPLICATION# (assigned by Staff): \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

#### SECTION I. EVENT/ORGANIZATION INFORMATION

Name of Business/Organization Sponsoring the Event:

---

Type of Event (Car Show, Restaurant Special Event, Corporate Event, Etc.): \_\_\_\_\_

Address of Special Event (Attach Site Plan showing location): \_\_\_\_\_

A permit is requested for \_\_\_\_\_ Days, Beginning \_\_\_\_\_ and ending on \_\_\_\_\_.

The Special Event will be conducted between the hours of: \_\_\_\_\_.

If applicable, attach schedule or itinerary of events for each day.

General description of event:

---

---

---

---

---

Applicant Information:

Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SECTION II. EVENT DETAILS

The following details of the special event must be provided:

1.	<b>Crowd:</b>	Anticipated attendance:		
2.	<b>Parking:</b>	Will off-site parking be provided? If YES, provide list of off-site parking areas to be used for event and the property owner's permission.	YES	NO
3.	<b>Streets/Traffic:</b>	Will any streets or sidewalks be closed? If YES, provide location on a site plan. Signs, barricades and other traffic control devices as part of a traffic management plan will be required in conjunction with Police and Public Works review and approval.	YES	NO
4.	<b>Amplified/Live Music:</b>	Will there be any amplified music or live entertainment? If YES, please attach a description and scheduled time for the music and or live performances. Indicate stage and speaker locations on the site plan. Please note applicant must comply with Chapter 230 Noise Control ordinances.	YES	NO
5.	<b>Signs:</b>	Will exterior banners, balloons, signs or other types of advertising be used? If YES, provide details of all signage.	YES	NO
6.	<b>Vendors:</b>	Will vendors sell merchandise or provide food and beverages as part of the event? If YES, vendors require a separate promoter's license. St. Charles County Department of Health and Environment permits may also be required for food vendors.	YES	NO
7.	<b>Alcohol:</b>	Will alcoholic beverages be sold or consumed on the premises? If YES, the sale of alcoholic beverages requires a separate liquor license.	YES	NO
8.	<b>Tents:</b>	Will there be any tents or temporary structures? If YES, indicate on the site plan the location of the tents, tent sizes, and the intended use. Note: Fire Department approval is required for tents larger than 200 square feet in size.	YES	NO
9.	<b>Sanitary Facilities:</b>	Will temporary sanitary facilities be provided? If YES, please indicate on site plan.	YES	NO
10.	<b>Security:</b>	Will private security or off-duty police officers be provided to protect the property or provide other forms of assistance during the event? If YES, please provide the name of the security company and phone number.	YES	NO
11.	<b>City Services:</b>	Will the event require City services to be provided? If YES, please attach a list of requested City services.	YES	NO
12.	<b>Clean up Plan:</b>	Is there a plan to provide appropriate clean-up after the event that will restore the site to its previous condition prior to the event? If YES, please submit a copy of the plan.	YES	NO

**SECTION III. VERIFICATION AND ACKNOWLEDGEMENT**

I hereby certify that I understand the special event requirements and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

NAME OF APPLICANT (PRINT) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER'S APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**Permit Fee: \$25.00**

---

-OFFICE USE ONLY-

\_\_\_\_\_  
Police Approval                              Date                              Comments

\_\_\_\_\_  
Public Works Approval                      Date                              Comments

\_\_\_\_\_  
Fire Approval                                      Date                              Comments

\_\_\_\_\_  
Community Development Approval      Date                              Comments

APPROVED AND ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Regulations for Special Events on Non-Residentially Zoned Private Property**

The following is an excerpt of the Special Event Regulations found in the City of St. Charles Zoning Ordinance. Please review these regulations prior to applying for a Special Event Permit. If you have questions about these requirements, please contact the Department of Community Development at 636-949-3227.

### **SECTION 400.480: TEMPORARY RETAIL SALES, OUTDOOR DISPLAY OF MERCHANDISE, AND SPECIAL EVENTS**

*SPECIAL EVENT:* A temporary use of land for the temporary gathering of people for a limited duration of time held outside and conducted on non-residentially zoned private property which is open to the general public. The use may or may not involve retail sales as an accessory component of the Special Event. A Special Event does not include City sponsored events and festivals which may involve the use of private property but are primarily conducted on public property.

*F. Criteria for Special Events.* Special Events may be conducted on private property within the "C-1", "C-2", "C-3", "O-1", "I-1", "I-2", "CBD", "FHCD" or "HCD" zoning district and within the commercial portion of any planned development district, provided the following conditions are met:

#### *1. Permit Required*

- a. A Special Event Permit shall be required for a Special Event.
- b. A Special Event Permit Application shall be submitted to the Department of Community Development at least fourteen (14) days prior the start date of the Special Event to allow sufficient time for review of the Application. Additional requirements associated with a Special Event such as a liquor license may require additional review time.
- c. The fee for a Special Event Permit is \$25.00 and shall be paid at the time the Special Event Permit Application is submitted.
- d. A Special Event Permit Application shall be reviewed by the Director of Community Development in conjunction with the Departments of Fire, Police and Public Works.
- e. Each Special Event Permit Application shall include a site sketch; the dates and hours of the Special Event; anticipated attendance each day; an agenda, itinerary or schedule of events for each day; a detailed plan for parking both on-site and off-site, a traffic management plan, a sign plan, identification of all temporary structures; food, vending, and alcoholic beverages service or sales, on-site restroom facilities plan, litter receptacle plan and security plan; the dates, times and location of any live music performance or music broadcast that is amplified by speakers or any other means; a site remediation plan; and any other information deemed necessary by the City.
- f. Each Special Event Permit Application shall include documentation that  
the

owner of the property where the Special Event will be held has authorized the property to be used for the Special Event. This requirement includes property used for parking.

## *2. Standards for Special Event Permits*

a. There shall not be more than four (4) Special Events located upon the same property within the same calendar year and each Special Event shall not exceed a period of three (3) consecutive days. These requirements may be modified by a Conditional Use Permit issued by the City Council upon recommendation by the Planning and Zoning Commission.

b. The Special Event shall only be conducted in accordance with the Special Event Permit issued including any conditions or restrictions.

c. It is the sole responsibility of the Special Event applicant to demonstrate and ensure that public safety, adequate on-site restroom facilities and litter control are provided.

d. The Special Event applicant shall demonstrate that the Special Event will not cause traffic congestion given the anticipated attendance in relation to the design of adjacent streets and intersections. A traffic management plan shall be submitted as part of the request for a Special Event Permit.

e. The Special Event applicant shall demonstrate that adequate off-street parking is available for the anticipated attendance of the Special Event and that the Event shall not cause a shortage of parking for any other use. Off-street parking used for a Special Event must be a solid surface such as asphalt or concrete.

f. The Sign plan submitted with the Special Event Permit Application shall be reviewed in accordance with Chapter 400, Article XVI Sign Regulations. Notwithstanding, the Director of Community Development may approve temporary signage totaling twenty-four (24) square feet in the form of a banner or portable sign. Properties with multiple street frontages may have such signs totaling twenty-four (24) square feet on each frontage.

g. Upon conclusion of the Special Event, the site must be restored to its previous condition within 24 hours.

h. The City may inspect, as may be necessary, to ensure compliance with this Section and all other ordinances relating thereto.

## *3. Other Requirements*

a. No Special Event Permit shall be issued unless all other City, County and State licenses and permits required for the Special Event have been issued. These licenses and permits include but are not limited to business license, Missouri liquor license, County liquor license, City liquor license, County Health Department, City electrical code and fire code. It is the responsibility of the Special Event Permit applicant to ensure all licenses and permits are timely obtained.

b. The Special Event shall comply with noise control provisions found in Chapter 230 of the Code of Ordinances.

c. The Special Event shall comply with all applicable City, County, State and Federal health, safety, environmental and other applicable requirements.

#### *4. Denial of Special Event Permit*

The Director of Community Development shall have the authority to deny a Special Event Permit Application based on incomplete information or if, in the opinion of the Director of Community Development, the proposed Special Event will have a negative impact on the health, safety and general welfare of the community. In addition, the Director of Community Development may deny a Special Event Permit Application if the applicant has failed to comply with the requirements of any previously issued Special Event Permit.

#### *5. Appeals of Permit Denial*

An applicant may appeal a denial of a Special Event Permit within ten (10) days of the decision by the Director of Community Development to the City Council. The City Council shall, at its next regularly scheduled Council meeting at least ten (10) days after the applicant's appeal to the City Council, consider the facts relevant to the denial of the Permit and either shall uphold the denial or reverse the decision of the Director of Community Development.