



City Clerk's Office

TEMPORARY USE PERMIT Application
Special Event

Organizer:		File #:
<input type="checkbox"/> Complete application received Date:	<input type="checkbox"/> Permit issued	<input type="checkbox"/> Permit denied Date:
<input type="checkbox"/> This is a Large-Scale Special Event when:* <ul style="list-style-type: none"> <input type="checkbox"/> 5,000 or more will attend OR three (3) or more of these factors apply: <ul style="list-style-type: none"> <input type="checkbox"/> 2,000 or more will attend <input type="checkbox"/> Extra duty police officers will be required to adequately protect public safety <input type="checkbox"/> Alcohol will be served or sold <input type="checkbox"/> Structural or electrical permits will be required 		
Organizer <input checked="" type="checkbox"/>	APPLICATION REQUIREMENTS:	Staff <input checked="" type="checkbox"/>
	Completed application received 30 days before event *60 days for Large Scale Special Event.	
	Copy of Organizer's driver's license or govt.-issued identification card	
	Application fee (\$150 – in a park; \$85 – not in a park; \$0 – proof of 501(c)(3) status)	
	Schedule of events	
	Site Plan and Checklist complete	
	Building/Electrical/Plumbing Permits Pulled	
	Route map, if applicable	
	Written consent of property owner(s) where event will occur	
	Central District Health Dept. written approval	
	List of event sponsors (if applicable)	
	Proof of insurance policy (\$500,000) naming City as additional insured*	
	Will event organizers be allowing or providing alcohol? (Speak to City Clerk's office regarding necessary permits).	
*ADDITIONAL OR DIFFERENT LARGE-SCALE SPECIAL EVENT REQUIREMENTS:		
	Pre-application meeting scheduled 14 days before submitting application	
	Completed application received 60 days before event	
	Proof of insurance policy (\$1,000,000) naming City as additional insured	
	Special Event Agreement with City complete	
STAFF USE ONLY:		
	City of Meridian Parks & Recreation Department approval (if applicable)	
	City of Meridian Attorney's Office approval	
	City of Meridian Police Department approval	
	City of Meridian Planning Department approval	
	City of Meridian Fire Department approval	
	City of Meridian Building Services Department (Elect, Struct, Plumb) approval	
	Central District Health Department approval (if applicable)	
	Courtesy copy to Mayor	



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ORGANIZER INFORMATION

Organizer name: Phone:

Email Address:

Organizer website (if applicable):

Organizer mailing address:

Organizer physical address:

Organizer's agent upon whom service of process may be made in Idaho:

Organizer seeks permit on behalf of (check one):

Individual Organizer tax identification no.:

Organization Organization name: Mailing address: Physical address: Organization tax identification no.: Tax-exempt per 26 U.S.C. § 501(c)?

Persons, employees, and/or vendors who will operate under this permit (List both mailing and physical addresses if not same; attach additional pages if necessary):

Estimated Attendance:

PROPERTY INFORMATION

Address/location of event:

Assessor's parcel number(s):

Current land use: Current zoning district:

Applicant's interest in property: Own Rent Other

Owner name: Phone:



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EVENT INFORMATION

Name of Event: _____

Date(s) of event: _____

(not to exceed 14 days within any 90 day period)

Hours of operation: _____

Will alcoholic beverages be served or sold at the event? [] Yes [] No (include area on site plan)

Describe the event (goods or services to be sold or displayed; activities & events scheduled to occur, etc.):

Structures to be used (dimensions, location, purpose; including caretaker unit): (include on site plan)_____

Parking area (dimensions, location, and surface): (include on site plan)_____

Security personnel and equipment:_____

Crowd control measures:_____

Traffic control measures:_____

Emergency communication and evacuation plan: _____

Clean up and tear down plan (include dates/times + sign removal): _____

ROUTE INFORMATION (if applicable)

Starting point: _____ Ending point:_____

Number of Persons: _____ Vehicles: _____ Floats: _____ Animals: _____

Any and all motor vehicles to be used:

Table with 4 columns: License plate state and number, Make, Model, Color



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TEMPORARY SIGN INFORMATION

Temporary signs both on- and off- site: *(Not to exceed Two Hundred (200) signs at 6 square feet each and Twelve (12) signs at 32 square feet each).*

Size 1: _____ Number of Size 1 signs: _____ On-site Off-site

Location(s) of off-site signs: _____ Owner permission

Size 2: _____ Number of Size 2 signs: _____ On-site Off-site

Location(s) of off-site signs: _____ Owner permission

INDEMNITY AND CERTIFICATION

I, _____, hereby agree to indemnify, save and hold harmless, and defend the City of Meridian from the expenses of and against any and all suits, actions, claims, and/or losses of every kind, nature, and description, including costs, expenses, and attorney fees that may be incurred by reason of any act, omission, neglect, or misconduct of myself and/or the organizers or operators of the use(s), activities, or events described or depicted in this application and/or the supporting documents, and/or any participant therein. I hereby certify that damage to the properties, locations, and/or routes at or upon which the use(s), activities, or events described or depicted in this application and/or the supporting documents is not foreseeable, and agree that, if damaged, I alone shall incur any and all costs of restoring such properties, locations, and/or routes to their original condition.

Print applicant name: _____

Applicant signature: _____

Date: _____



SITE PLAN CHECKLIST

(MUST accompany completed Special Event – Temporary Use Permit Application)

Please check ALL of the items that will be present at the site of your temporary use. Each checked item must be labeled on the site plan with the corresponding number. Items not labeled on the site plan will not be allowed under the temporary use permit.

- Where alcohol permits may be required, please contact the City Clerk's office at 208-888-4433 to obtain permitting requirements.
- Where structural (building, electrical or plumbing permits may be required, please contact Community Development Department/Building Services Division at 208-887-2211 to obtain permitting, plan review and inspection requirements.

General:

- 1. Existing structures, fencing, signs
- 2. Temporary fencing
- 3. Temporary signs
- 4. Vendors, goods, displays
- 5. Cooking source
- 6. Garbage receptacles
- 7. First aid station, medical services
- 8. Existing restrooms
- 9. Portable/temporary toilets
- 10. Drinking water source
- 11. Musical or auditory performance
- 12. Amplified sound source
- 13. Parking areas
- 14. Sediment traps
(Nov 1 thru May 31)
- 15. Dustless Surface
(June 1 thru Oct 31)
- 16. Caretaker Unit
- 17. Public safety mobile command unit

Alcohol (alcohol permit may be required):

- 18. Alcoholic beverage sales or service
(Show consumption area)

Structural (building permit may be required):

- 19. Temporary structures (include dimensions)
- 20. Temporary stage (include dimensions)
- 21. Tents or canopies (include dimensions)

Electrical (electrical permit may be required):

- 22. Electrical power source (existing)
- 23. Temporary electrical power source
- 24. Generators (size)
- 25. Temporary or emergency lighting
- 26. Electrical equipment grounding
- 27. Temporary power cords
- 28. Temporary power boxes
- 29. Temporary panel boards
- 30. Temporary transformers

Plumbing (plumbing permit may be required):

- 31. Temporary water source
- 32. Temporary sewer source
- 33. Backflow prevention devices