



Temporary Use Permit Application (Special Event)

Community Development Department
9915 39th Avenue
Pleasant Prairie, WI 53158
Phone: 262.925.6717
Email: communitydevelopment@pleasantprairiewi.gov

GENERAL INFORMATION

No property owner may hold a special event, such as but not limited to a carnival, farmers market, fair, circus or other community wide event (excluding Village hosted or sponsored events, or neighborhood parades, or block parties or religious affiliated gatherings) without first obtaining approval of a Temporary Use Permit by completing the required application and submitting details including a site plan for the specified event and in compliance with the requirements pursuant to Section 420-140.1 of the Village Municipal Code.

Property Location/Address

Tax Parcel Number(s)

Zoning District(s)

Explanation of Event

Date of Event

Hours of Event

Estimated Number of Attendees

Maximum number of tickets to be sold (if any)

Plans to limit the maximum number of people permitted at the event

EVENT DETAILS

How will potable water be supplied for event?

of toilets being provided

of lavatory facilities being provided

Explain how solid waste will be held, collected and disposed of during the event.

Explain how medical facilities including the names, addresses and hours of availability of physicians and nurses and provision for emergency ambulance service on site during the event.

Explain how telephone service, including the source, number and location of telephones will be provided during the event.

Explain if any overnight sleeping is proposed during the event within the event boundaries. If proposed include number of people intending to stay overnight.

Explain how security, including the number of guards, their deployment and their names, addresses, credentials and hours of availability will be provided during the event.

Explain fire protection, including the number, type and location of all protective devices, including alarms and extinguishers, and the number of emergency fire personnel available to operate any such equipment during the event.

Explain any food concessions and concessionaires being provided. Include who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers.

EMERGENCY CONTACT DURING EVENT

Name	Phone
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MINIMUM SUBMITTAL REQUIREMENTS

<input type="checkbox"/>	<p>A detailed site plan, drawn to a recognizable scale, that shows the following information (at a minimum)</p> <ul style="list-style-type: none"> Locations of event activities within the fenced event activity-specify entrance and exit gate areas. Locations of toilet and handwashing facilities. Locations for holding, collecting and disposing of solid waste material. Locations of on-site medical facilities. Locations of fire extinguisher. Locations of any proposed on-site lighting including the source and amount of power and the location of lamps. (Note an electrical permit may be required). Location of parking for vehicles, including the size and location of lots, the points of road access and the interior routes between road access and parking lots. Location of any proposed overnight sleeping areas within event area.
<input type="checkbox"/>	Copies of carnival ride licenses (if applicable).
<input type="checkbox"/>	Any additional information to describe the event
<input type="checkbox"/>	Application Fee

Upon review of the application conditions may be imposed to ensure compliance with the Ordinance provisions and any other applicable federal, state, county and local requirements.

REQUIRED SIGNATURES

I hereby certify that all the above statements and attachments submitted herewith are true and correct to the best of my knowledge.

PROPERTY OWNER	APPLICANT
Print Owners Name	Company Name
Print Name of Signatory	Print Name of Signatory
Signature	Signature
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email
Date	Date



Special Event Requirements

Pursuant to Section 420-140.1 of the Village Zoning Ordinance

- The maximum number of people that may attend the special event may be limited by the Village upon review of the application and the site and facilities to be used for the special event.
- A fence shall be installed which completely encloses the proposed location and of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds. The fence shall have at least four gates, at least one at or near four opposite points of the compass.
- Potable water meeting all federal and state requirements for purity and sufficient to provide drinking water for the maximum number of people to be assembled at a rate of at least one gallon per person per day and water for bathing at the rate of at least 10 gallons per person per day.
- Separate, enclosed toilets for males and females meeting all state and local specifications, conveniently located throughout the grounds, and sufficient to provide facilities for the maximum number of people to be assembled at the rate of at least one toilet for every 200 females and at least one toilet for every 300 males, together with an efficient, sanitary means of disposing of waste matter deposited which is in compliance with all state and local laws and regulations. A lavatory with running water under pressure and a continuous supply of soap and paper towels shall be provided with each toilet.
- A sanitary method of disposing of solid waste in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people to be assembled at the rate of at least 2.5 pounds of solid waste per person per day, together with a plan for holding and collecting all such waste at least once each day of the assembly and sufficient trash cans with tightfitting lids and personnel to perform the task.
- Physicians and nurses licensed to practice in the state sufficient to provide the average medical care enjoyed by state residents for the maximum number of people to be assembled at the rate of at least one physician for every 1,000 people and at least one nurse for every 1,500 people, together with an enclosed, covered structure where treatment may be rendered, containing separately enclosed treatment rooms for each physician, and at least one emergency ambulance available for use at all times.
- If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.
- A parking area inside the assembly grounds sufficient to provide parking spaces for the maximum number of people to be assembled at the rate of at least one parking space for every four persons.
- Telephones connected to outside lines sufficient to provide service for the maximum number of people to be assembled at the rate of at least one separate line and receiver for each 1,000 persons.
- If the assembly is to continue overnight, camping facilities in compliance with all state and local requirements as prescribed by the Wisconsin Administrative Code and Village ordinances, sufficient to provide camping accommodations for the maximum number of people to be assembled.
- Security guards, either regularly employed, duly sworn, off-duty state peace officers or private guards, licensed in the state, sufficient to provide adequate security for the maximum number of people to be assembled at the rate of at least one security guard for every 750 persons.
- Fire protection, including alarms, extinguishing devices and fire lanes and escapes, sufficient to meet all state and local standards for the location of the assembly as prescribed in the Wisconsin Administrative Code and Village ordinances, and sufficient emergency personnel to efficiently operate the required equipment.
- The Village may impose additional conditions and impose additional fees to ensure that all necessary precautions to ensure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly.
- Additional conditions may be imposed by the Village to ensure compliance with the provisions of these requirements and all other applicable federal, state, county and local requirements.
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