



# City of Chesterfield Special Activity Permit

## Instructions

*Please contact Planner of the Day at (636) 537-4733 if you have any questions after reading these instructions.*

### *What qualifies as a Special Activity?*

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on the site, on City owned or privately-owned property, and interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking and may require special City services which include, but are not limited to, the provision of barricades (Residential City Street use only), special parking arrangements or special police services or protection.

Examples of a special activity include, but are not limited to: parades, bicycle or motorized vehicle races, outdoor concerts, craft fairs, block/neighborhood parties, carnivals, shows, outdoor cultural/community events, fundraisers, fun-run/walks, circuses, rodeos, exhibitions, public speaking events, and sales and promotional events.

To allow for adequate review time, applications MUST be submitted to the City of Chesterfield at least **7 BUSINESS DAYS BEFORE** the event date.

### *How do I apply for a Special Activity Permit?*

- 1) Completely fill out the attached application. Please type or print legibly in ink.
- 2) Please include as much detail as possible and submit a site and/or route plan with the application.
- 3) If parking for the event will not be on site, please provide the location of the proposed parking.
- 4) The property owner or authorized agent MUST provide consent to the special activity by either signing the application under "Property Owner (or Agent) Signature" or by providing a letter stating consent.
- 5) Please submit completed applications...
  - via e-mail: [specialactivity@chesterfield.mo.us](mailto:specialactivity@chesterfield.mo.us) or
  - via mail or hand delivery: Planner of the Day, 690 Chesterfield Parkway West, Chesterfield, MO 63107

**A complete application includes: 1) application form; 2) parking plan; 3) detailed site plan and/or route map**

### *Additional information*

- **This is not an all-encompassing permit, and in fact, may only be one of several permits required for your event.**
- **If your event includes the use of any County or State rights-of-way, the respective agencies may require separate permits/authorization. Acquiring these various permits is the responsibility of the applicant.**
- The City of Chesterfield contracts with St. Louis County for some permit services and you may need to contact the St. Louis County Special Events Permit Processor to verify if additional permits are needed.
- It is the responsibility of the applicant to verify that all permits for a given event or activity have been applied for before the date of the event. The City of Chesterfield will not approve a Special Activity Permit until all permit requirements have been met, including obtaining all needed permits from other agencies.
  - Please note that all Special Activities involving fireworks will require a separate Fireworks Permit.
- Temporary structures (such as tents – **900 sq. ft. or more**) and signage may require additional permits and may be subject to separate regulations, requirements and fees.
- **Events taking place on property or rights-of-way owned by the City of Chesterfield may require insurance.**
- A Special Activity Permit does NOT entitle the bearer to any special exemption from following all State, County, and local laws. For example, a permitted event with a live band does not allow for any variance from the City's general peace disturbance ordinances.
- Special Activities are activities that do not typically or regularly occur on the site, and as such, may only be temporary occurrences.
- Requests for complete road closures of any kind will not be approved except at the Chesterfield Valley Athletic Complex and the Chesterfield Amphitheatre.
- **Requests for traffic control devices, street barricades (Residential City Street use only) must be made in the application materials.**



# City of Chesterfield Special Activity Permit

## Application

To allow for adequate review time, applications **MUST** be submitted at least 7 Business days before the event date.

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Principal Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

(Please attach additional sheets if more space is needed to accurately describe the event)

- Does this event involve a public street? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, a traffic control plan MUST be attached to this application. (Any event involving County or State rights-of-way must obtain permits/authorization for their use PRIOR to filling out this application.)*

- Are traffic control devices being requested? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, the detailed site plan MUST show the locations of all requested barricades. (Residential City Street use only)*

*Please indicate the number of barricades needed: \_\_\_\_\_*

Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

❖ Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

❖ Property Owner (or Agent) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If desired, please attach any comments to this application)

*By his/her signature to and acceptance of this agreement, the Applicant hereby agrees to release, indemnify, hold harmless and defend the City of Chesterfield and its employees, agents and representatives from any claim, suit, loss, damage, liability and expense for any and all injuries and damages, including claims for injury or death to persons and damage to property, which are caused, arise or occur as a direct or indirect result of this agreement, or out of the conduct, behavior or activity allowed and permitted under this agreement.*

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT AND THAT I WILL CONFORM TO ALL APPLICABLE LAWS AND ORDINANCES OF THE CITY OF CHESTERFIELD AND ST. LOUIS COUNTY.

❖ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Application Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_