



Mountain View
C O U N T Y

PUBLIC EVENT PERMIT APPLICATION

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0

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www.mountainviewcounty.com

Application Date: _____

PLEV _____

EVENT DATE - application must be submitted 60 days prior to the start date: _____

Applicant/Responsible Party Information

Name of Applicant(s) (Organization/Event Host): _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Alternate Phone #: _____

E-mail: _____

Phone contact for the Applicant(s)/Responsible Party during the proposed Public Event: _____

Name of Landowner(s): _____

Address: _____ Town/City: _____ Postal Code: _____

Phone #: _____ Alternate Phone #: _____

E-mail: _____

Location Information

RURAL ADDRESS: _____

LEGAL: (Circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ West of _____ Meridian

Registered Plan # _____ Block _____ Lot _____ Title Area: _____ hectares/acres

Buildings/Structures Used For Event: _____

Do you plan to erect tent(s) or any other canopies? Yes No If yes, give details of number and size:

Public Event Details

Description of Event: _____

Date(s) of the proposed Event: _____ to _____

Time of Event: Begin _____ am or pm End (Including Take-Down) _____ am or pm

Expected number of participants: _____ Expected number of attendees: _____

How will higher than expected attendance be handled?

Where will tickets be available for sale? _____

Name(s) and address(es) of all ticket agents:

Will on-site overnight accommodation be required? Yes No

If yes, provide details on the expected number of camping units and identify the area designated for overnight accommodations within the Site Sketch.

Will food or non-alcoholic beverages to be available? Yes No

If yes, provide details on what type food or non-alcoholic beverages will be available:

Will alcohol be sold at the Public Event? (if yes, a Liquor License is required prior to the Public Event): Yes No

How will the disposal of garbage be handled? _____

Will water and sanitation facilities be provided for the Public Event? :

Security

Is Security required for the event: Yes No

If yes, what security measures have been planned? (ie. how many security personnel will be required, qualifications of security personnel, how will the event be monitored, communication methods, etc.)

First Aid / Emergency Response

Outline the plan for first aid services and emergency responses/evacuation in case of an incident (ie. volunteers with first aid, 911, contracted first aid services, communication methods, etc.):

How will emergency medical concerns be addressed, including how many medical personnel and equipment will be in attendance and the qualifications of the medical personnel:

Does the site have access to a developed Municipal road? Yes No Provincial road? Yes No

Detailed plan for entry / exiting of vehicular traffic and proposed parking including any signage, etc. (include on the Site Sketch):

Detailed plan outlining any steps to be taken to ensure noise disturbance outside the Public Event location is minimized and any steps that will be taken to ensure noise is controlled within the Public Event:

Community Consultation

Written consent from the majority of adjacent landowners and residents within a one-mile radius of the subject property where the event is to be held is required prior to submitting your application, unless otherwise discussed with administration. If you require a map, you may request one from administration. You may use the template provided.

Location of Event: _____ Event Date(s): _____

Nature of Event:

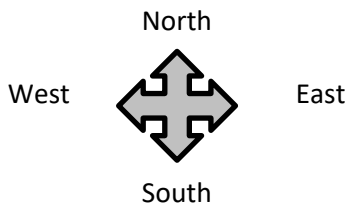
ADDRESS	PRINTED NAME	SIGNATURE

This square may be used to represent 1/4 Section or yard-site where proposed Public Event is to be take place

	Indicate name of ROAD if applicable	
R O A D		R O A D
	Indicate name of ROAD if applicable	

Please indicate the distances from the closest structure(s) to all property lines.

For Example:



Authorization Form

Please ensure that all names and signatures of those listed on the Certificate of Title are included below

I/We, _____

being the registered owner(s) of: Rural Address: _____

Legal Address (Circle one) NE NW SE SW ¼ Section _____ Township _____ Range _____ West of _____ Meridian

Plan: _____ Block: _____ Lot: _____

Do hereby authorize Applicant(s): _____

to act apply for a Public Event Permit and host a Public Event at the above noted location.

The following information given on this form is full and complete and is, to the best of your knowledge, a true statement of the facts to this application for development approval.

Applicant(s) Signature Date

Applicant(s) Signature Date

Landowner(s) Signature Date

Landowner(s) Signature Date

Complete the following if the Landowner is a registered company:

I, _____, have authority to bind _____
Name of Corporation

Signature of Authorized Officer, Partner or Individual Title of Authorized Officer, Partner or Individual

Signature of Witness Name of Witness (print)

I hereby grant approval for Mountain View County personnel to access the property for an inspection: Yes No

Checklist

- Completed Application Form
- Right of Entry Agreement –check yes or no
- Signatures – both Applicant and Landowner. The applicant is the person applying for the permit and may/may not be the landowner
- Authorization Form - signed by the landowner if the applicant is not the registered landowner
- Proof of Insurance
- Liquor License (if applicable)
- Site Plan - legible and showing detailed features of the proposed Public Event
- Application Fee, payable by cheque, debit, credit (Visa or MasterCard), money order or cash to Mountain View County. * For credit card payment, complete and submit the attached authorization form.
 - Application fees
 - less than 250 attendees \$200.00
 - more than 250 attendees \$400.00
- Community Consultation shall occur within one mile of the subject property where the event is being held. This radius may be reduced at the discretion of the Approving Authority. Written consent from the majority of the adjacent landowners and residents within a one mile of the subject property shall be provided at the time of application.
- Building Permit Requirements – If you are proposing a temporary building and or structure a Building Permit may be required.**