

# SPECIAL EVENT DEVELOPMENT PERMIT APPLICATION



THE COMPLETED APPLICATION FORM WITH SUPPORTING DOCUMENTS TO BE PROVIDED A MINIMUM OF 60 DAYS PRIOR TO THE EVENT. *Reference By-Law 15-24-A*

## 1. Landowner Information:

Name of Registered Landowner(s)		
Address	Town/Province/Postal Code	
Phone	Email	

## 2. Applicant [authorized to act on behalf of registered landowner(s) if applicable]:

Name of Applicant(s)		
Address	Town/Province/Postal Code	
Phone/Cell	Email	

## 3. Legal Land Description:

Quarter/Section/Township/Range/Meridian		
Lot	Block	Plan
Municipal Address (Blue 911 sign)	Parcel Size	Tax Roll #

## 4. Supporting Documents:

	Adjacent Landowner Consultation (a)		Traffic Plan (e)
	RCMP Written Confirmation (b)		Liability Insurance (f)
	Emergency Response Plan (c)		Copy of Liquor Permit ( <i>if applicable</i> )
	Site Plan (d)		Other ( <i>please specify</i> )

- a) A written report outlining details of **Adjacent Landowner Consultation** and how the applicant plans to address local concerns to be provided to the County at the time of application. *Applicants are expected to discuss their proposal with neighboring landowners within a 2-mile radius of the event [possibly further if the traffic route impacts more]. The consultation is intended to resolve any concerns the community may have PRIOR to the event being applied for. The County will formally notify all adjacent landowners after receiving the complete application. If a neighborhood has valid concerns that cannot be mitigated the Special Event Permit may not be approved.*
- b) **Written Confirmation** from the appropriate RCMP detachment that a detailed operations plan has been reviewed and approved for the event. 3
- c) An **Emergency Response Plan** is in place which is approved by the County Emergency Services Department.





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**8. Declaration:**

- I/we declare that the information given on this form and the supporting documentation are to the best of our knowledge a true statement of facts concerning the proposed special event. We consent to the public release and disclosure of all information contained within this application and support documentation as part of the standard development permit process.
- I/we give consent to allow a person appointed by the County the right to enter upon the lands indicated above with respect to this application.

Registered Landowner(s) Signature	Date
Registered Landowner(s) Signature	Date
Applicant(s) Signature (if different than the Registered Landowner)	Date
Applicant(s) Signature (if different than the Registered Landowner)	Date

**Payment:**

A non-refundable development permit fee of \$26.00 is required for a special event application. All fees are payable to Ponoka County via e-transfer to [payments@ponokacounty.com](mailto:payments@ponokacounty.com) or cheque, cash, debit, credit card. Credit card payments are available online only using OptionPay (a third-party software provider) and are subject to additional surcharges.

**SUBMIT COMPLETE & SIGNED APPLICATION IN PERSON OR VIA EMAIL TO [ponokacounty@ponokacounty.com](mailto:ponokacounty@ponokacounty.com)**

The personal information collected through this form is for the purpose of processing applications – including eligibility, review and communication of decisions. This collection is authorized by section 4(c) of the Province of Alberta *Protection of Privacy Act* and the information collected will also be subject to the *Access to Information Act*.

*OFFICE USE ONLY:*

Application Fee - \$26.00	Receipt No.	Date of payment:
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