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 *(if applicable)*
	Site Plan (d)		Other *(please specify)*

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.

d) A **Site Plan** showing all existing and proposed temporary structures on-site, main access and egress as well as emergency route and muster points, first aid stations, location and direction of a stage and speakers, placement of temporary and permanent lighting, washrooms, vendors, and parking areas. If camping is proposed, the site plan should be labeled (Section A, B, C, etc.) so emergency personnel may be directed to a specific area in the case of an emergency.

e) A **Traffic Plan** addressing event traffic which the County Public Works Department approves. *Dependent on the land location there may be a requirement for approval from Alberta Transportation & Corridors concerning traffic on provincial highways.

f) Proof of **Liability Insurance**. Coverage MUST be a minimum of $2,000,000.

6. Event Contacts & Information:

On-Site Contact(s) & Role:	Phone/Cell:
Name of Proposed Event	
Start/End Dates of Event	
Maximum Number of Attendees	Event Website

Check One:			
	This is a new event.		This is a renewal of a previously approved event.

If this is a renewal, please list or attach any changes for this year. If this is a new event, describe the type of event/activities taking place:

7. Structures/Traffic/Sound/Food/Beverage/Camping

Use the space below (or attach a document) to provide detail on the following, as applicable:

a) Use of existing or temporary structures, and if occupancy has been established? The County may require that an accredited safety codes agency has completed an occupancy load for each structure utilized at the event.

b) Indicate the expected number of vehicle trips per day, primary routes, peak traffic times, impacts on County roads/how you will address them (i.e. dust control/maintenance), what parking provisions are in place? Is this event access directly off or within 800 meters of a provincial highway? If yes, Alberta Transportation & Corridors' approval will be required.

c) Will the event feature amplified entertainment, indicate yes or no. Provide a description of the sound (source/duration and equipment). What are expected impacts and steps to reduce those. *By-Law 15-24-A specifies that sound levels from the event shall be no more than 60 dBA measured at the 0.8 km (1/2 mile) radius.*

d) Will food/beverage and merchandise be sold? Describe the plan for waste generated (includes grey water, sewage, litter, cooking oil, etc).

e) Is overnight camping proposed? If yes, how many sites, and will there be advanced entry for camping setup? Will campfires be permitted? If yes, what safety measures are in place?

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 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.