

City of Brooklyn Center
Administrative Permit Application

Permit No. _____

Permit Fee _____

(Special or Promotional Events; Temporary Outdoor Sales, Display of Merchandise, Charities, Fundraisers, etc.)

Name of Business/Property: _____

Site Address: _____

Property Owner/Contact Person: _____

Phone: (____) _____ Email: _____

Description of Event: _____

Please check which items will be used in conjunction with the event:

- | | | | |
|--------------------|-------------------------|----------------|------------------------------|
| Temporary Signs | Outdoor Displays | Car Wash | Nursery/Garden Merchandise |
| Banners or Flags | Tents or Stands | Food Truck * | Inflatable Play Structure(s) |
| Search/Spot Lights | Live Music/Band | Caterers/BBQ * | Live Entertainment/Animals |
| Speaker/Megaphone | Other (describe): _____ | | |

Applicant must provide a site plan/map of property identifying location of event and temporary sign placements

* an "Itinerant-Special Event" food service permit (or similar) may be required from Hennepin Co. Health Dept.

Start Date: _____ to End Date: _____

Hours of Event: _____ AM to _____ PM

Administrative permits are issued for consecutive days and cannot be divided-up. Temporary signs with flashing, blinking or traveling lights, or those placed on a sidewalk or street right-of-way are strictly prohibited. Inflatable signs or figures, including air puppets and similar attention attracting devices are also prohibited. No person(s) may carry, spin, twirl or wave hand-held signs, flags or banners along a public sidewalk or street right-of-way.

In granting this administrative permit, the applicant hereby agrees to comply with all city ordinances, and will not impair pedestrian or vehicular traffic. Failure to comply with city ordinances or conditions of this permit will cause immediate revocation of said permit, and may result in the issuance of a city citation and/or fine.

Applicant's Signature

(For City Use Only)

- | | | |
|--|---|---|
| <input type="checkbox"/> 10-Day Administrative Use | <input type="checkbox"/> 30-Day Administrative Use (Gas Station only) | <input type="checkbox"/> 30-Week Use (Garden Centers Only) |
| <input type="checkbox"/> Special/Promotional Event (\$50) | <input type="checkbox"/> Temporary Outdoor Sales (\$50) | <input type="checkbox"/> Outdoor Nursery/Garden Center (\$100) |
| <input type="checkbox"/> Church Function/Event (\$25) | <input type="checkbox"/> Civic Function/Event (\$25) | <input type="checkbox"/> Charity/Fundraising Event (\$25) |
| <input type="checkbox"/> Car Wash/Fundraiser (\$25) | <input type="checkbox"/> Off-Site Signs-Civic Functions (\$25) | <input type="checkbox"/> Gas Station Display/Promotional Event (\$50) |
| <input type="checkbox"/> Multi-Family Complex Sales/Leasing Event (\$50) | | <input type="checkbox"/> Carnival (\$25) |

Conditions of Approval: _____

Zoning Official Approval

Date

City of Brooklyn Center Administrative Permit Fees, Standards & Allowances

Administrative Permit fees ¹ for approved activities shall be collected before the issuance of any such permit required under the provisions of the Zoning Ordinance Section 35-800, and according to the following:

Outdoor nursery and garden center sales and displays ²	\$100/30-weeks
Miscellaneous outdoor sales, displays, or promotional events ³	\$50/10-days
Miscellaneous outdoor sales, displays, or promotional events for gasoline service stations only ⁴	\$50/30-days
Outdoor church functions, civic functions, charities, carnivals ⁵	\$25/10-days
Off-site signs for civic function or community events ⁶	\$25/10-days
Car wash fundraisers ⁷	\$25/10-days
Multi-Family complex sales/leasing event ⁸	\$50/10-days

¹ All fees established by City Resolution No. 93-01 and City Resolution No. 2005-65.

² Outdoor retail sale, display, and storage of nursery and garden merchandise, including lawn furniture and equipment, when accessory to or promoting a permitted use or special use only. Permit not to exceed 30 consecutive weeks in one calendar year.

³ Commercial or industrial sites are allowed two (2) 10-day permits a year for the purpose of an outdoor sale, display or promotional event. The 10-day periods may not be divided-up and used sparingly throughout the year.

⁴ Gasoline service stations may have miscellaneous outdoor retail sales, displays or promotional events for periods not to exceed 30-consecutive days. Three 30-day permits allowed per calendar year.

⁵ Permits for church functions, civic events, charities and fundraisers are unlimited. Signs relating to an event must be placed on the subject property. Charitable or similar fundraising events can be held at any commercial or industrial site, provided event is for a recognized charity or non-profit organization only, and does not directly benefit (for profit) the business. No other promotional event coinciding with the charitable/fundraising event is allowed.

⁶ Off-site signs must be located on private property in the commercial C1, C1A, and C2 Districts, or the industrial I-1 and I-2 Districts; limited to no more than five (5) locations; and no more than one (1) sign per location.

⁷ Gasoline service stations allowed four (4) car wash fundraiser permits each year (fundraising for organized group only).

⁸ Banners, pennants, balloons, and other attention attracting devices for the purpose of advertising dwelling units for sale or lease in multiple-family complexes (36+ dwelling units) and located adjacent to a major thoroughfare, may be permitted. Two 10 day permits allowed per premises per calendar year.

The Zoning Official may, subject to the appeal provisions of this ordinance, refuse to issue an administrative permit; provided however, that the reasons for refusal shall be stated in writing to the applicant, and the applicant shall be notified of the appeal provision.