



# APPLICATION TO CONDUCT A SPECIAL EVENT

All Special Events (as defined herein) shall require a permit and be subject to the requirements and conditions contained in Section 410.050(K) of the Bridgeton Code of Ordinances. There are no fees associated with Special Event Permits; however, a completed Application to Conduct a Special Event, with all required information, shall be submitted to the Department of Public Works at least 5 business days prior to the proposed event.

## I. SPECIAL EVENT TYPE

All permitted Special Events are defined either as a *Civic Event* or a *Sales and Promotional Event*. Check (v) applicable event type:

**Civic Event:** A Special Event consisting of an outdoor activity sponsored by a nonprofit organization or public agency including, but not limited to carnivals, festivals, community breakfasts/lunches/dinners, concerts, charity runs/walks, parades, neighborhood fairs, and collection drives involving such activities such as bake, craft, or rummage sales and bazaars, car washes, and seasonal tree, pumpkin, or plant sales.

**Sales and Promotional Event:** A Special Event consisting of an outdoor activity conducted by a commercial, for-profit user in connection with an established use, on the lot occupied by such use, that is limited to the display and sale of merchandise, but may also include accessory activities such as product demonstrations or giveaways, raffles, games, and the provision or sale of food by a mobile food vendor (as defined in Chapter 685 of the Code).

*Be advised: Special Events shall not be utilized for the placement of temporary signs absent an outdoor activity as defined above.*

## II. EVENT INFORMATION

Name of Event Site: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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

Check all items to be used:

Freestanding Sign  Banner Sign  Inflatable Device  Tent or other Structure  
(Those over 120 sq. Ft. shall require a building permit)

Other Items: \_\_\_\_\_

(List all other items such as, but not limited to tables, chairs, benches, coolers, boxes, merchandise, display cases, clothing racks, etc.)

## III. APPLICANT INFORMATION

Company/Organization/Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

## IV. SUBMITTAL REQUIREMENTS

1. Completed Application to Conduct a Special Event
2. Site plan, key map, or aerial photograph delineating location of subject site, proposed Special Event (including signs, structures, activities, etc.), adjacent streets and curb cuts, available parking, etc.
3. Written permission from the property to conduct the Special Event as proposed.
4. Any other items as directed by the Zoning Administrator.

## IV. CONDITIONS

### 1) CIVIC EVENTS

- a. Shall satisfy the General Conditions for Special Events delineated below.
- b. Shall be permitted within any "B" or "M" Zoning District or on any on any lot occupied by a church, school, or nonprofit organization. Notwithstanding the foregoing, charity runs/walks and parades may occur on public right-of-way and private streets so long as permission is granted from the owner of the right-of-way or private street.
- c. The length of each Civic Event shall not exceed three (3) consecutive days, except for seasonal tree, pumpkin, or plant sales, which may occur within a single period not exceeding forty five (45) consecutive days.
- d. Shall occur no more than three (3) times per calendar year, however, a seasonal tree, pumpkin, or plant sale shall not count towards the number of allowable Civic Events.

### 2) SALES AND PROMOTIONAL EVENTS

- a. Shall satisfy the General Conditions for Special Events delineated below.
- b. Shall be permitted within any "B" or "M" Zoning District.
- c. The length of each Sales and Promotional Event shall not exceed three (3) consecutive days, except for a "grand opening," which may occur within a single period not exceeding fourteen (14) consecutive days.
- d. Shall occur no more than three (3) times per calendar year, except a "grand opening" Sales and Promotional Event shall not count towards the number of allowable Sales and Promotional Events provided such "grand opening" is associated with a new license and occupancy permit being issued for such business.

### 3) GENERAL CONDITIONS FOR ALL SPECIAL EVENTS

- a. As a condition to the grant of a Special Event permit, the applicant shall provide written evidence establishing that permission of the property owner has been granted to conduct the Special Event as proposed.
- b. The Special Event shall be conducted at least thirty (30) feet from any dwelling on adjacent properties. However, carnivals shall be conducted at least one hundred (100) feet from any dwelling located in a residentially zoned district.
- c. Special Events may utilize tents and other temporary structures, however, such structures with floor areas in excess of one hundred twenty (120) square feet shall require a building permit.
- d. Special Events may utilize inflatable devices, as defined herein, provided the applicant for a Special Event permit has submitted manufacturer documentation and/or calculations demonstrating the anchoring system to be utilized to demonstrate safety of said device; and that such device does not wave, flutter or move back and forth or up and down.
- e. Special Events may utilize signage as permitted herein.
- f. Tents or other temporary structures, inflatable devices, and Special Event signage shall not be located within the thirty (30) feet sight triangle of a driveway or street or within ten (10) feet of a side property line.
- g. No tent or other temporary structure, inflatable device, or sign shall exceed the height allowed, as measured from the ground, for structures for the Zoning District in which it is located.
- h. Tents or other temporary structures, inflatable devices, and signs shall pose no unusual fire or other hazard and shall have received all safety and other inspections and approvals required by State or local law in order to be operated or utilized.

- i. Outdoor activities, other than the continued placement of signs, tents or other temporary structures, and inflatable devices (as authorized herein), shall not be conducted earlier than 9:00 A.M. or later than 11:00 P.M.
- j. No outdoor activities shall block traffic movement on any street.
- k. The use of any sound system shall be controlled as not to become a nuisance to adjacent properties.
- l. Any light source shall be shielded or directed downwards so that the lighting element is not visible at or beyond the property lines of the parcel or lot on which the Special Event is located.
- m. Flashing and moving lights shall not be utilized, except that carnivals may employ up to two (2) arc-light devices
- n. Adequate parking facilities shall be provided in an amount to be determined by the Zoning Administrator based on the intensity of the primary use of the property and that of the Special Event. Special Event parking shall be on a hardened surface to include such materials as asphalt, concrete, paver brick, compacted sand, compacted gravel, clay, or other material as approved by the City Engineer.
- o. Available sanitation facilities shall be adequate to meet the requirements of the expected attendance of the Special Event; and any temporary restroom facilities shall be approved for use by the St. Louis County Health Department.
- p. Mobile food vendors shall be permitted in conjunction with a Special Event permit issued pursuant to this Section, provided such permit specifically authorizes the operation of a mobile food vendor.
- q. Such other conditions as the Zoning Administrator, City Engineer, Chief of Police or the applicable Fire District finds necessary to protect the general welfare of the community.

## V. SPECIAL EVENT SIGNS & INFLATABLE DEVICES

### DEFINITIONS

**SPECIAL EVENT SIGN:** A sign posted to advertise or draw attention to a Special Event and defined herein as either a Banner Sign or Freestanding Sign, as follows:

1. **Banner Sign:** A Special Event sign constructed of cloth, bunting, plastic, paper, or similar material used for advertising purposes attached to or pinned on or from a building wall, retaining wall, or fence.
2. **Freestanding Sign:** A Special Event sign supported by 1 or more uprights, posts, or braces affixed in the ground and not attached to any part of a building. Such signs may be double-faced (i.e. parallel opposing). Banners may qualify as freestanding signs provided they are braced by a frame or similar support structure as determined by the Zoning Officer.

**INFLATABLE DEVICE:** Objects or mechanisms used to attract attention, advertise, promote, market, or display goods and/or services, which are inflated with air or gas, or equipped with a portable blower motor that provides a constant flow of air into the device in the likeness of an animate or inanimate object or cartoon figure including but not limited to tethered balloons, blimps, dirigibles, or similar lighter-than-air objects and recreational devices such as inflatable slides and “bounce-houses”

### REGULATIONS

#### 1) SPECIAL EVENT SIGNAGE - PERMITTED

- a. A Special Event may utilize one (1) freestanding Special Event Sign per street frontage of the lot where the Special Event is occurring, provided such signs:
  - i. Have a maximum single sign-face area of twenty four (24) square feet.
  - ii. Do not exceed ten (10) feet in height as measured from the ground to include its structure.

- b. A Special Event may utilize one (1) building-mounted banner Special Event sign, provided such signs:
  - i. Have a maximum sign-face area of thirty two (32) square feet.
  - ii. Are only mounted on building walls, parapet walls, retaining walls, or fences, except on properties or buildings with multiple businesses, such as but not limited to shopping centers, where such signs shall only be located on the portion of the building face where the business or use is located.

## **2) SPECIAL EVENT SIGNAGE - *PROHIBITED***

- a. Signs that by electronic, mechanical, environmental activation or other means, flap, flash, flutter, glitter, move, revolve, rotate, sparkle, spin, swing, scroll text across any portion of a sign, or display video content on any portion of a sign.
- b. Signs whose color, location or design resembles and/or conflicts with traffic control signs or devices.
- c. Signs that are painted on or attached to trees, shrubs, lamp posts, hydrants, guard rails, bridge supports, traffic signs, stairways, benches, refuse containers, rocks other natural features, telephone poles, utility poles or similar structures.
- d. Signs that are affixed or attached to any vehicle, including trucks, cars, motorbikes, and bicycles, or to any trailer, wheeled cart, wagon platform, or any device designed to be towed behind a vehicle.
- e. Signs that emit amplified sound or noise of any kind.
- f. Signs that are internally or externally lit.
- g. Human or living signs (i.e. a sign that is held by or attached to a human being who stands or walks on the ground, including a person dressed in a costume for the purposes of advertising or attracting the attention of passers-by), captive or tethered balloons, blimps, dirigibles, beacons or flashing lights (except as authorized herein), flags, fringe, pennants, pinwheels, handbills, or paper posters.

## **VI. ISSUANCE & REVOCATION OF SPECIAL EVENT PERMITS**

### **ISSUANCE OF SPECIAL EVENT PERMITS**

An application for a permit for conducting a Special Event may be filed with the Zoning Administrator on forms provided by that official and accompanied by plans, data and other material as may be necessary to fully describe the nature, location and timing of the Special Event. If the Zoning Administrator finds that the conditions contained in this Subsection 410.050(K), as applicable, will be adhered to, he or she shall authorize the issuance of a permit for such Special Event. However, the Zoning Administrator may reject such applications for cause including, but not limited to, the advice of the Chief of Police, the Fire District, or the City Engineer.

### **REVOCATION OF SPECIAL EVENT PERMITS**

The Zoning Administrator may revoke a permit granted under this Section under the following conditions:

1. The permit was obtained by fraud or misrepresentation; or
2. Special Event signs, tents or other temporary structures, and inflatable devices are not being maintained in good condition and repair; or
3. When the safety or general welfare of the community is determined to be at risk by the Chief of Police, City Engineer, or Fire District.”