



Large Assembly Permit Checklist

The following information is **required** before the application will be accepted and considered complete:

For more information on required application materials, refer to Chapter 2 [section 2-7 for IUP or 2-8 for Administrative Permits] and Chapter 15 [Large Assemblies] of the Zoning Ordinance on-line at www.co.scott.mn.us. Select "Ordinances" under "Your County Government."

Applicant Check-In

Staff Check-In

- Complete land use permit application, signed and dated by applicant and landowner
(Administrative review for assemblies of 250-499 individuals; IUP for assemblies greater than 500 individuals)
- Application fee: 250-999 individuals: \$225 and \$1,000 Escrow
1,000-1,999 individuals: \$225 and \$2,000 Escrow
2,000 or more individuals: \$225 and \$5,000 Escrow
- Town Board Resolution stating authorization of the event per township requirements
- Complete legal description and parcel address for all subject parcels
- Eight (8) **folded** paper copies of application materials and related plans *(If property is located on a MN State Highway provide either one (1) electronic PDF version developed for 11" X 17" with sufficient details so that all features are legible **or** seven (7) additional sets of full size plans)*
- One (1) reproducible 8.5"x11" copy of application materials and related plans
- Written explanation of proposal and how it complies with criteria for approval, including:
 - Name, date of birth, residence, and mailing address of applicant and event management
 - The nature or purpose of the assembly
 - Number of individuals expected
 - The dates and times during which the assembly is to be conducted
 - Detailed information as to how the applicant will ensure that the assembly will comply with all the standards of Chapter 15, Large Assemblies
- Detailed plan or plans (including site plans) addressing the following:
 - Fencing or barriers enclosing the assembly area, identifying entrance/exit points
 - Parking and traffic management
 - Toilet facilities, potable water stations and public telephone access
 - Solid waste disposal and cleanup
 - Medical assistance and facilities
 - Event security and fire protection
 - Lighting, noise and nuisance mitigation
- Letter of Credit and Copy of Certification of Insurance for event
- Copy of Liquor License and/or Food Preparation Permit *(if applicable)*
- Other application materials as required by staff: _____

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** _____

Project Review Information -- Office Use Only --

Department Review (check all that apply)	Building Official	Sheriff's Office	Highway Dept.	Environmental Health	County Attorney	MN DOT
	Fire Official	Customer Service	Township: _____	City: _____	County: _____	Other: _____
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:		