

<b>SPECIAL EVENT PERMIT APPLICATION</b>
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A Special Event Permit is required for events on public or private property with 200 or more people at any one time that have one or more of the following: Please check what applies.

- Partial or full closure of public street
- Blocking or restricting access to private property of others or blocking or restricting access to a public street
- Use of pyrotechnics or special effects
- Use of open flame or other potentially dangerous displays
- Sale or distribution of merchandise, food or beverages including alcoholic beverages
- Erection of a tent over 400 sq ft or canopy over 700 sq ft.
- Installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand or bleachers
- Placement of portable toilets
- Placement of temporary signs or banners
- Amplified sound

1. Name of Applicant/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Event Name: \_\_\_\_\_

Event Type (Check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Parade                        | <input type="checkbox"/> Festival          | <input type="checkbox"/> Bike Ride/Race  |
| <input type="checkbox"/> Block Party                   | <input type="checkbox"/> Concert           | <input type="checkbox"/> Running Event: Fun Run____ Timed Race____<br>Will trails/sidewalks be utilized? Yes__No__<br>Please attach sketch of proposed route |
| <input type="checkbox"/> Fund Raiser                   | <input type="checkbox"/> Promotional Event | <input type="checkbox"/> Walking Event<br>Please attach sketch of proposed route   |
| <input type="checkbox"/> Other (please specify): _____ |  |  |

3. Event Contact Person(s):  
\_\_\_\_\_

Contact Person(s) Phone: \_\_\_\_\_

Contact Person(s) Email: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

5. Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-Up Date & Time: \_\_\_\_\_ Tear-Down Date & Time: \_\_\_\_\_

Optional Rain Date & Time: (Some restrictions may apply)  
\_\_\_\_\_

6. Location of Event:  
\_\_\_\_\_

7. Estimated Number of People On-Site at One Time:  
\_\_\_\_\_

8. Will the event involve entertainment: Yes  No

If yes, please describe-(ie: animals, floats, etc)  
\_\_\_\_\_

“Please check the box below if you will be using/requiring any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Tent –over 400 sq ft *  | <input type="checkbox"/> Amplified Sound *                |
| <input type="checkbox"/> Canopy-over 700 sq ft * | <input type="checkbox"/> Signage(outdoor/advertising) *   |
| <input type="checkbox"/> Street Closure *        | _____Temp. directional – no greater than 2 sq ft per sign |
| <input type="checkbox"/> Food Vendors            | _____Identification/Advertising Signs                     |

\* A separate permit application is required for those checked. Permit fees may apply.

Will you be serving or selling alcohol? \_\_\_\_\_

To sell alcohol at your event, or to add outdoor service area, you will need to obtain a permit through State of Iowa Alcoholic Beverages Division, and you can apply online at [www.IowaABD.com](http://www.IowaABD.com). Please allow 45 day minimum for approval.

9. Parking and Traffic Plan:  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you see the need for additional city services for your event (ie: police/fire)? Yes  No

For what purpose: \_\_\_\_\_ (A fee for services may apply)

11. Do you have your own security? Yes  No

If so, which company? \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person Date of Event \_\_\_\_\_ Cell # \_\_\_\_\_

12. Site plan attached Yes  No

13. Certificate of Insurance Attached Yes  No  (Required if event is held on City Property and must name City of Ankeny as additional insured on a Primary & Non-Contributory basis)

14. For running/walking events, registration forms must include City of Ankeny in Hold Harmless Clause.

**Completed application on forms furnished by the City of Ankeny shall be filed with the City Clerk at least 30 days prior to the event requiring the Special Event Permit, except for a Special Event permit when a liquor license is required, then the time period is 45 days. No fee is required for a Special Event Permit. Other permit fees may apply for your event. Application will be reviewed by the City Clerk's Office, Police and Fire Department, Public Works Division, and Plan & Building Department before the permit is issued.**

*I have read this Special Event Permit Application and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements as set forth. I agree to abide by all federal, state and municipal laws, rules, and regulations.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SITE PLAN – SKETCH**

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## Special Event Street Closing Application

Purpose of Street Closing: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Date of Street Closing: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ (no earlier than 12 noon and no later than 12 midnight)

Optional Rain Date (must fall within same weekend) \_\_\_\_\_

Street(s) to block off:

\_\_\_\_\_

Intersections: \_\_\_\_\_ AND \_\_\_\_\_

\_\_\_\_\_

**Signatures of all property owners within the blocked off portion of the street is required. City Clerk's office will verify signatures.**

**The City of Ankeny has the right to deny closure of certain streets. Closure of arterial and collector streets will require City Council approval. If council approval is required, the City Clerk's Office will advise you of date City Council will consider your street closure request – this may affect your date of block party.**

Applicant Signature: \_\_\_\_\_



## SPECIAL EVENT STREET CLOSURE REQUIREMENTS/RULES

1. All persons living adjacent to the area blocked off shall be in agreement with blocking the street. List of signatures and address shall accompany this permit.
2. No major thoroughfare (arterial or collector streets) shall be blocked off without Council authorization by Resolution.
3. Any music or other noise shall be kept to an acceptable level, amplified sound will require a noise permit; apply with the City Clerk's Office. Any valid complaint of disturbance of the peace will result in a warning and if it continues, it shall be reason to terminate the special event. The use of fireworks is not allowed per Iowa Code. Persons using fireworks may be criminally charged and the special event may be terminated.
4. The City of Ankeny Public Works Division, Street Maintenance crew, shall be notified of the location and time of the special event. Barricades will be placed on the street right-of-way at the intersections of the street closing. The person(s) in charge of the special event will set out the barricades at the intersections just prior to the start of the special event. When the special event has concluded and the street and right-of-way are clear of people, materials, and debris, those in charge shall remove the barricades from the street. The removed barricades shall be placed back at the location where they were dropped off. The street shall be opened for vehicular traffic no later than the concluding time listed. The Street Maintenance crew will pick up the barricades the following working day. The person(s) requesting the special event is/are responsible and will be billed for all damaged or lost barricades. The fee for damaged or lost barricades may cost up to \$300.00 each.
5. Rain date shall fall within the same weekend of the application. In such case, the person in charge of the Special Event **shall inform the Police Department and Fire Department of the date change. Phone Polk County Dispatch at 286-3333.**
6. Special event permit applications shall be **RETURNED NO LATER THAN 30 DAYS** prior to date requested for the special event. Application for street closure must be approved by the City Clerk's Office, Police and Fire Department, Public Works Division, and City Manager's Office before the permit is issued.
7. Return completed application to the City Clerk's Office, 410 W. First Street, M-F 8-5, Questions, contact the City Clerk's office at 965-6400.

**CITY OF ANKENY, IOWA NOISE PERMIT APPLICATION**

NAME (of applicant): \_\_\_\_\_

ADDRESS (of applicant): \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CONTACT PERSON DURING EVENT/PHONE# \_\_\_\_\_

TITLE OR DESCRIPTION OF EVENT: \_\_\_\_\_

LOCATION/ADDRESS where the sound equipment is to be used (Please be specific and/or attach sketch map)

PURPOSE for which the sound equipment will be used \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ANTICIPATED EVENT ATTENDANCE: \_\_\_\_\_

PERMIT APPLICATION FEE: \$50.00 \_\_\_\_\_ Due when submitting application

GENERAL DESCRIPTION OF SOUND EQUIPMENT (include license number of any motor vehicle upon which it is to be operated):

**CONDITIONS AND LIMITATIONS**

1. Permit application and application fee shall be **RETURNED NO LATER THAN 10 WORKING DAYS** prior to date requested for noise permit. Application shall receive approval from the Police Department and the City Clerk before the function can be held. Any application submitted less than 10 working days will not be processed.
2. Noise permits shall not extend after 9 p.m. on a weeknight or after 11 p.m. on a weekend night or on a night prior to a holiday or on a night of holiday, except in unusual circumstances, for good cause shown and approved by the City Council. Weeknights include Sunday through Thursday. Weekend nights include Friday and Saturday.
3. Written notification of the noise permit application shall be mailed by the City Clerk's Office within 5 business days of receipt of application to the occupants of properties adjacent the location for which the noise permit is issued.
4. No sound shall be emitted by the sound equipment other than human speech or music.
5. The sound equipment is not to be operated for commercial advertising purposes or for the purpose of attracting the attention of the public to any building, structure, or vehicle for monetary profit or for the purpose of advertising such sound equipment.
6. Permit is non-transferrable nor may it be extended for future rain date. If the event needs to be canceled, **the responsible person shall inform the Police Department. Phone Polk County Dispatch at 515-286-3333.**
7. Permit shall be conspicuously displayed on or adjacent to the sound equipment.
8. Should the persons holding said event not attentively observe all limitations and restrictions to be found in Municipal Code Chapter 44.06, relating to noise permits, the City authorities will have full authority to stop such event and recommend future events be denied.

**RETURN COMPLETED APPLICATION TO:**

City Clerk's Office  
410 West First Street  
Ankeny, IA 50023-1557

\_\_\_\_\_  
Signature of person requesting permit

**This permit does not place any liability on the City of Ankeny, Iowa, resulting from this event.**

	SIGNATURE	DATE	APPROVED	DENIED
Police Department:				
*Reason for Denial:				

Approved

Denied



### **Important Information for Noise Permit Applicants**

1. Permit application and fee must be received at least 10 business days before the event.
2. Property owner written consent required if permit issued for location not owned by applicant. \*
3. Hours of operation of sound equipment will be limited to six (6) hours. Those hours can be consecutive or non-consecutive, but will be designated on the permit.
4. Noise permits shall not extend after 9 p.m. on a weeknight or after 11 p.m. on a weekend night or on a night prior to a holiday or on a night of holiday, except in unusual circumstances, for good cause shown and approved by the City Council. Weeknights include Sunday through Thursday. Weekend nights include Friday and Saturday.
5. When a noise permit is issued, a City designee will take sound measures **as close to the day and time of the event one week prior** by taking sound level readings at the property boundary of the receiving land use of two adjacent properties using a time-average method. The sound shall be measured on two meters: 1) The first meter will use the "A" weighting scale of the sound level meter using a time setting of 'fast,' a sampling rate of one reading per second, and for a duration of five minutes. 2) The second meter will use the "C" weighting scale and utilize the same sampling method used in the "A" weighting scale. The City designee will then determine the sound level that was exceeded 90% of the time (L90) and the sound level that was exceeded 10% of the time (L10) on each sound meter. The L90 will be considered as the ambient or baseline reading prior to the event, while the L10 will be considered as the exceptional noise level prior to the event. The applicant will be advised of the L90 prior to the start of the event.

The L90 value measured on the "A" weighted scale during the event shall not be greater than ten (10) dB above the L90 value on the "A".

If there is no voluntary compliance within a reasonable amount of time, the Noise Control Officer is given the authority to shut down the Special Event, to turn off the sound equipment or to reduce the sound to the level authorized by the Noise Permit.

An event for which a Noise Permit either has not been obtained or which is in violation of the maximum decibel levels will also be subject to those penalties established in Municipal Code Chapter 4, Municipal Infractions, not to exceed \$750 for the first offense and not to exceed \$1,000 for each repeat offense.