



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • Fax (907) 861-7876

Email: permitcenter@matsugov.us

SPECIAL EVENT PERMIT – MSB 8.55

Carefully read instructions and applicable borough code. Fill out forms completely. Attach information as needed. Incomplete applications will not be processed.

***Application for a special event permit shall be submitted at least 90 days prior to the first day of advertising for the event and must be accompanied by a fee established by the assembly.**

Application fee must be attached:	Required Attachments:
<input type="checkbox"/> \$500 for 501 – 1000 Attendees	<input type="checkbox"/> Site Plan
<input type="checkbox"/> \$1000 for 1000 + Attendees	<input type="checkbox"/> Narrative (if applicable)

Subject Property: Township: _____, Range: _____, Section: _____, Meridian: _____

MSB Tax ID# _____

SUBDIVISION: _____ BLOCK(S): _____, LOT(S): _____

STREET ADDRESS: _____

(US Survey, Aliquot Part, Lat. /Long. etc) _____

Ownership: A written authorization by the owner must be attached for an agent or contact person, if the owner is using one for the application. Is authorization attached? Yes No N/A

Name of Property Owner

Name of Agent/ Contact for application

Address: _____

Address: _____

Phone: Hm _____ Fax _____

Phone: Hm _____ Fax _____

Wk _____ Cell _____

Wk _____ Cell _____

E-mail _____

E-mail _____

Name of On-site Supervisor: _____

Telephone #: Before Event _____ During Event _____

TYPE OF SPECIAL EVENT (Check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Theatrical Exhibit | <input type="checkbox"/> Music Festival | <input type="checkbox"/> Other (describe) _____ |
| <input type="checkbox"/> Public Showing/Display | <input type="checkbox"/> Motorized Event | |
| <input type="checkbox"/> Entertainment/Amusement | | |

SITE PLAN & NARRATIVE (8.55.060(A)(6)) <ul style="list-style-type: none"> ○ Drawn to a scale of 1 inch equals 50 feet (or less). ○ Dimensions and locations of all existing and proposed development on the site in relationship to all property lines. Include the following on your site plan or in you narrative:	Information on Site Plan and/or Described in Narrative?
Security and crowd control, including the operator’s plans to limit the maximum number of people attending the event; plans for limiting attendance, including methods of entering the area, number, and location of ticket booths and entrances, and provisions for keeping non-ticket holders out of the area.	
Diagram of the signs to be used to direct traffic to and from the site	
Method of providing potable water, including the source, amount available, and location of water outlets/distribution points if applicable.	
Sanitation facilities, including the number of toilets to be provided, location, and type.	
Vehicle access and off-street parking, including size and location of parking spaces and parking space access aisles.	
Noise control, including types of sound controls and sound amplification, if any, listing the number, location, and size of power amplifiers and speakers to be used during the event, and a description of all necessary precautions to ensure that between the hours of midnight and 8 a.m. amplified sound will not carry across property lines beyond the authorized site.	
Public safety plan, including location of emergency ingress and egress for patrons and others including emergency personnel and vehicles, and a description of the operator’s arrangements for communications between internal and external security personnel and patrons; a fire protection plan, approved by a representative of the borough public safety department showing the number, type, and location of all extinguishing devices, and the type and location of signs delineating the fire lanes and emergency exit routes.	
Solid waste disposal, including method of collecting and disposing of solid waste, in compliance with state and local laws, at a daily rate of at least one 55 gallon container for each 50 persons in attendance or prorated fraction thereof.	

SPECIAL EVENT DESCRIPTION AND STANDARDS - (8.55.040)

Description of Special Event:
Will liquor be served? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>is Yes, copy of ABC Permit must be provided</i>)

Has applicant or organization previously been issued an MSB Special Event Permit: <input type="checkbox"/> No <input type="checkbox"/> Yes	Event Start/End Date(s) & Time(s):
Maximum # of tickets to be sold or distributed:	Maximum # of Attendees:

SECURITY

# of uniformed security personnel <i>(minimum of 1 uniformed personnel/each 150 attendees):</i>	
Name of security firm:	Telephone #:
Describe uniform method of identification:	
Describe method to limit/monitor attendance <i>(add additional pages if necessary):</i>	
Describe method to control ingress/egress <i>(also depict on site plan):</i>	

EMERGENCY MEDICAL SERVICES

# of uniformed medical personnel <i>(minimum of 1 EMT/each 1000 attendees. 2 additional EMT's for motorized events):</i>	
Is this event more than 15 road miles from the closest ambulance station? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Name of medical agency:	Telephone #:

POTABLE WATER

Amount of drinking water available to attendees <i>(minimum of 1 gallon/per person/per day):</i>
Water Source <i>(i.e. bottled water, on-site well):</i>

SANITATION FACILITIES

# of toilets provided for event <i>(minimum of 1 toilet/each 75 attendees):</i>	
Name of company providing sanitation facilities:	Telephone #:
How often will sanitation facilities be maintained/cleaned/serviced:	

SOLID WASTE DISPOSAL

# of metal trash containers provided for event (<i>minimum of one 55gallon can/each 50 attendees</i>):	
Name of Company providing solid waste disposal services:	Telephone #:
How often will trash containers be maintained/cleaned/serviced:	

ON-SITE PARKING

Each space must be 10'X20' in size. # of parking spaces provided for event (<i>minimum of 1 parking space/each 4 attendees</i>):
What are the dimensions of parking space access aisles?

INSURANCE AND SURETY BOND

Certificate of insurance with Borough listed as additional insured must be provided no less than 14 working days prior to the event. Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Type of Insurance	Amount
General Liability - Bodily Injury/Prop Damage	\$1,000,000
Liquor Liability - If liquor is present at event	\$1,000,000
Bond or other form of surety must be provided no less than 14 working days prior to the event. Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Number of Attendees	Bond Amount
501-1000	\$25,000
1001-2000	\$50,000
2001-3000	\$75,000
3001-4000	\$100,000
4001+	\$125,000

COMMUNICATIONS

Type of communication device to be used by site supervisor and security personnel (<i>site supervisor must be on premises at all times and continuously available to law enforcement, fire, and emergency medical personnel</i>):
If applicable, date equipment will be provided to state/local emergency personnel:

PUBLIC SAFETY PLAN

Attach you Public Safety Plan. It must include: location of emergency ingress and egress for patrons and others including emergency personnel and vehicles, and a description of the operator's arrangements for communications between internal and external security personnel and patrons; a fire protection plan, approved by a representative of the borough public safety department showing the number, type, and location of all extinguishing devices, and the type and location of signs delineating the fire lanes and emergency exit routes.
Are public safety requirements delineated on you site plan? <input type="checkbox"/> No <input type="checkbox"/> Yes



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SECURITY PERSONNEL INFORMATION

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Name:	Address:
Telephone #:	Scheduled Shift:

Attach additional sheets if necessary.