



## Temporary Outdoor Exhibition Permit Application

Per Title 3 Chapter 17 of the city code, this application is required to regulate activities conducted on private or public property which are of temporary duration and are held entirely or partially out-of-doors. **Please submit this application at least 30 days prior to the event.**

### APPLICANT INFORMATION **PLEASE COMPLETE ALL SECTIONS**

Applicant Name: \_\_\_\_\_  
(First) (Middle) (Last)

Agency/Organization Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Temporary Structures: \_\_\_\_\_  
(Tents 200 sq. ft. or larger require a permit from the fire department. No charge with this permit).

Number of Parking Spaces Impacted: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Permission Granted by Property Owner \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Is Public Property Involved: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Restroom Facilities Location: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Trash/Recycling Arranged Through: City \_\_\_ or Property Owner \_\_\_  
(Please see waste and recycling requirements attached).

Yes \_\_\_ No \_\_\_ Electrical Needs and How Served: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Traffic Control Provisions Being Used: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Crowd Control Provisions Being Used: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Food and/or Drink Displayed for Dispensing: \_\_\_\_\_  
**Dept of Health licenses/permits must be collected and displayed at event.**

Yes \_\_\_ No \_\_\_ Appropriate insurance certificates collected  
(If on public property, must have \$2,000,000 general liability insurance listing the city of Farmington as additional insureds).

**Provide sketch plan showing layout, including number of parking spaces used, vendor locations and other activity details.**

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions of material facts may result in the disqualification or denial of the license. I authorize the city of Farmington to investigate the information and contact persons/organizations named on this application.

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

Printed Name: \_\_\_\_\_

**THIS SECTION FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Date \$50 Fee Paid: \_\_\_\_\_

**Comments:**

Community Development: \_\_\_\_\_

Engineering (Traffic Control): \_\_\_\_\_

Public Works/Solid Waste: \_\_\_\_\_

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

**APPROVED**

**DISAPPROVED**

City Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**WASTE AND RECYCLING REQUIREMENTS**

A Designated List of Recyclables must be collected at all events in accordance with recycling best practices identified below. If organics (food scraps) will be collected, best practices must also be followed if certain event conditions\* are met.

<p><b>Is your event on city property?</b>  <i>If yes, follow A. 1 - 4 below.</i>  <i>If no, skip to B.</i></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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**A. RECYCLING COLLECTION BEST PRACTICES – County Ordinance 110, 16.05**

1. A Designated List of Recyclables are collected:  
 -Paper & Cardboard  
 -Cartons  
 -Glass Bottles & Jars  
 -Metal Cans  
 -Plastic Bottles, Containers and Jugs labeled #1, #2, #5

2. Containers are of sufficient size (no overflow) and strategically placed to separately collect all trash, recycling, and organics (if collected)  
 -Each trash container is paired with a recycling container (within 10 feet).  
 -Each container is labeled in accordance with Dakota County requirements (standardized terminology & images, blue for recycling/gray or black for trash, green for organics - if collected).

3. All event employees, volunteers, and housekeeping/custodial contractors are educated using standardized recycling and organics (if collected) messages in accordance with Dakota County requirements.

4. Separated materials are delivered to a permitted facility.

**B. ADDITIONAL RECYCLING REQUIREMENTS FOR CERTAIN EVENTS**

<p><b>1. Will your event:</b>          a. Have at least 300 people in attendance          b. Generate at least 1 ton or 8 cubic yards of waste per location (e.g., sporting tournament at multiple parks)          c. Generate food scraps from back-of-house areas (i.e., non-public such as food prep areas).</p>	<input type="checkbox"/> YES  <input type="checkbox"/> YES  <input type="checkbox"/> YES	<input type="checkbox"/> NO  <input type="checkbox"/> NO  <input type="checkbox"/> NO
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*If yes to all three, follow A. 1 - 4 above. Include a detailed plan with this application on how event waste will be handled, including responsible parties for obtaining hauler services, providing education, placing and emptying containers. Move to C below.*  
*If no, refer to Dakota County event waste and recycling requirements in Ordinance 110, 16.05.*

**C. ADDITIONAL REQUIREMENTS FOR CERTAIN EVENTS\* THAT COLLECT ORGANICS**

<p><b>2. Will organics be collected at your event?</b></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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*If yes and yes to all three in B, follow C. 1-3 below. Include a detailed plan with this application on how organics will be handled, including responsible parties for obtaining hauler services, providing education, placing and emptying containers.*  
*If no, refer to Dakota County Ordinance 110, 16.05.*

1. Ensure organics containers are of sufficient size (no overflow) and labeled in accordance with Dakota County requirements (standardized terminology & images; green).

2. Educate all event employees, volunteers, and housekeeping/custodial contractors using standardized organics messages in accordance with Dakota County requirements.

3. Organics are delivered to a permitted facility.