

**PRINCETON TOWNSHIP**

**10039 – 55<sup>th</sup> Street**

**PRINCETON, MN 55371**

**(763) 389-4431**

Email: clerk@princetontownshipmn.us

**OUTDOOR EVENTS CHECKLIST - \$75.00 FEE**

STAFF MEETING DATE: \_\_\_\_\_

Must provide completed check list for approval to Township Hall for final Staff review seven (7) days prior to the meeting of Township Board of Supervisors to be placed on Agenda of the Supervisors for approval or denial.

Application Deadline date: \_\_\_\_\_ Date of Township Board Mtg.: \_\_\_\_\_

1. Provide accurate fire plan showing:
  - a. Buildings.
  - b. All parking.
  - c. Number of parking stalls.
  - d. Dimensions of outside area to be used.
  - e. Height and type of fencing used to enclose outside area.
  - f. Zoning of adjacent properties.
  - g. Distance to adjacent dwellings.
  - h. Number of security people: Names, age, experience.
2. Show location of exterior downcast lighting.
3. Hours of outside activities: \_\_\_\_\_
4. Purpose of event: \_\_\_\_\_
5. Number of people expected to attend: \_\_\_\_\_
6. Type and number of restrooms: \_\_\_\_\_
7. Date and/or dates of activity: \_\_\_\_\_
8. Number of hours: \_\_\_\_\_ after event when site will be cleared and cleaned up.
9. Responsible person: name, address, phone number:  
\_\_\_\_\_
10. All adjoining properties within 350' be notified of event and hours.
11. Any past violations of existing CUP? \_\_\_\_\_
12. Any temporary directional signage needed? \_\_\_\_\_

NAME OF APPLICANT APPLYING: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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