



**SPECIAL EVENTS APPLICATION
Reno County, Kansas**

\$ 150.00 Fee

****APPLICATION FOR A SPECIAL EVENT MUST BE FILED
AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT. ****

Permit No. _____

Date _____

Name of Applicant _____

Mailing Address _____

Phone _____ Email _____

Representative(s) _____

Mailing Address _____

Phone _____ Email _____

Name, Address, Phone, and Email of Property Owner if different than the applicant

General Location of Special Event _____

Number of days planned for event _____ Operational Hours _____ to _____

Date(s) of event planned _____



Legal description of property being used for Special Event

Will there be the necessity for a public restroom ____ Yes ____ No

If yes, please explain what methods will be used _____

Will there be banners displayed (NOTE: Banners cannot restrict or cause traffic hazards.)

How many employees will be working at the special event _____

There should be adequate parking on premises to avoid parking on State Highways and/or County/Township Roads.

Will there be any out of town/county/state fireworks operators involved with event _____

If yes, please supply names, license, insurances that these people have to show proof they are certified to handle fireworks

Will it be necessary to store explosive on the premises during the event ____Yes ____No

ATF Permit Number _____

ATF Permit Issued to _____

ATF Permit Expires on _____



SITE PLAN REQUIRED: THE FOLLOWING MUST APPEAR ON THE SITE PLAN

Parking area, banners, lighting, etc., storage area for fireworks, if applicable, and exact site of fireworks display.

Comments by Applicant _____

Property Owner's Signature

Applicant's Signature

Date

Date

NOTE: The special event is to be conducted entirely on private property owned or leased by the applicant. Any structure used in conjunction with the special event shall meet all applicable yard setbacks. Structures shall be removed upon the cessation of the event. **Special events shall be restricted to hours of operation as indicated on application.** Special events shall be limited to two (2) per calendar year at the same location. Additional events for same location will require a Conditional Use Permit. No concession and/or vendors allowed.

OFFICE USE ONLY:

Received by the Zoning Administrator, at _____(A.M.)(P.M.) on this ____ day of _____, 20____, together with the appropriate fee of \$150.

Name and Title

Notices sent to respective agency: County Sheriff, Rural Fire District, Public Works and State Highway Department (if applicable)

Permit issued or denied _____

Reason for denial _____

Response received from agencies:

Sheriff's Office _____, Fire _____, Public Works _____, KDOT _____



SPECIAL EVENT PERMIT

20_____

Conducted by _____

Address _____

Business Name _____

Address _____

Type of Event _____

Location of the Event _____

Date _____ to _____

Operational Hours _____ to _____

This special event has been filed with the Zoning Administrator of Reno County, Kansas. Permit is good for one day only unless otherwise noted.

SIGNED _____ ISSUED _____
Zoning Administrator Date