



# BUILDING DEPARTMENT

## CITY OF ROCHESTER HILLS



### Special Events Application Checklist

- Application Fee – \$100.00
- Completed and signed Special Event Permit Application
- Written approval from the property owner
- Three copies of a site plan (8-1/2 x 11 preferred) indicating:
  - Location of the event on the property
  - Temporary structure or tents and their size, including flame spread or fire retardant information
  - Sanitary facilities (required) and their location
  - Description of any temporary electrical use
- Certificate of insurance with the City name as certificate holder for public liability insurance in the amount of \$500,000.00, combined single limit coverage, for injuries to person and property and umbrella liability coverage in the amount of \$1,000,000.00. No cancellation of material change in insurance may occur without 30 days written notice to the City.
- Description of activities including the following information:
  - Dates and hours of the event
  - Type of activities proposed
  - Anticipated number of participants
  - Any activities that may cause noise, danger or safety concerns
  - Designated walkways for pedestrians
  - Location of trash receptacles
  - Location/availability of parking spaces
  - Access lanes for emergency vehicles