

Special Event Permit Application

♣ City of Show Low ♣

(Application fee: \$100.00 per day)

A MINIMUM OF FIVE (5) BUSINESS DAYS IS REQUIRED PRIOR TO ISSUANCE

Name of business/organization: _____
Name of applicant: _____ Relationship to business: _____
Phone: _____ Cell: _____
Email: _____

Location/address of special event: _____ Mailing address: _____

Brief description of special event: _____

Date(s) for proposed event: _____

Type of business/organization: Corporation L.L.C. Non-Profit* Partnership Sole Proprietor Other

If a corporation or L.L.C., state where incorporated: _____

Statutory Agent: _____

Arizona Transaction Privilege Tax Number: _____

Emergency contact name: _____ Phone: _____

Owners/officers of business/organization *(required)*

Name	Date of birth

Required Attachments (if applicable):

- Affidavit demonstrating lawful presence in the United States with required document.
- A copy of the Arizona Transaction Privilege Tax documentation for the business.
- If food is involved, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored.
- A site plan indicating the exact site location and layout, location and number of booth spaces, stalls or vending areas, location of temporary structures and temporary utilities necessary for operation, location, and provision of toilets and other sanitary services, ingress and egress, fire and emergency vehicle access, parking areas, signage, lighting, and a description of security and traffic control measures to be taken.
- If on City property a certificate of insurance naming the City of Show Low as additional insured.
- *If a non-profit proof of 501(c)(3) status.

For Office Use Only

Police warrant check: _____ Date: _____

Fire: _____ Date: _____

Recreation (if held on City property): _____ Date: _____

P & Z: _____ Date: _____

Affidavit with document provided: Yes _____ No _____ Date: _____

Special event meeting: Yes _____ No _____ If yes, date & time of meeting: _____

License:

Date received: _____ Paid:\$ _____ Date issued: _____ #: _____



AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**
Print first 4 numbers/letters on license:

--	--	--	--
- Arizona Non-Operating Identification License.**
Print first 4 numbers/letters on license:

--	--	--	--
- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**
Year of birth: _____ . Place of birth: _____ .
- U. S. Certificate of Birth Abroad.**
Year of birth: _____ . Place of birth: _____ .
- U. S. Passport.**
Print first 4 numbers/letters on passport:

--	--	--	--
- Foreign Passport with a United States Visa.**
Print first 4 numbers/letters on passport:

--	--	--	--

Print first 4 numbers/letters on visa:

--	--	--	--
- I-94 Form with a photograph.**
Print first 4 numbers on I-94:

--	--	--	--
- USCIS Employment Authorization Document (EAD).**
Print first 4 numbers/letters on EAD:

--	--	--	--

or Permanent Resident Card (acceptable alternative):

--	--	--	--
- Refugee Travel Document.**
Date of issuance: _____ ; Refugee Country: _____ .
- U. S. Certificate of Naturalization.**
Print first 4 numbers/letters of CIS Reg. No.:

--	--	--	--
- U.S. Certificate of Citizenship.**
Date of issuance: _____ ; Place of issuance: _____ .
- Tribal Certificate of Indian Blood.**
Date of issuance: _____ ; Name of tribe _____ .
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**
Year of birth: _____ . Place of birth: _____ .

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

Signature

Business/Company

Print Name

Address

Date: _____

City, State, Zip Code

For Office Use Only:

Employee Name: _____ Date: _____

Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.

Reported violation (check if applicable); Date/Time Reported: _____

BUSINESS♣

Art. 8-1. Business Licenses, §§ 8-1-1 – 8-1-15

Art. 8-2. Home Occupations

Art. 8-3. Temporary Peddlers, Solicitors and Transient Merchants, §§ 8-3-1 – 8-3-11

Art. 8-4. Special Event Permits, §§ 8-4-1 – 8-4-7

Art. 8-5. Carnival Permits §§ 8-5-1 – 8-5-7

Art. 8-6. Licensing of Sexually Oriented Businesses, §§ 8-6-1 – 8-6-12

Art. 8-7. Merchants' Disclosure Requirements, § 8-7-1

Art. 8-8. Pseudoephedrine Products, §§ 8-8-1 – 8-8-2

ARTICLE 8-4. SPECIAL EVENT PERMITS♣

Sec. 8-4-1. Permit required.

It is unlawful for any person to conduct or sponsor a special event within the city limits without first obtaining a special event permit pursuant to the requirements of this article. It is also unlawful for any person to sell or offer for sale goods or services at a special event within the city limits without first obtaining a special event vendor's permit pursuant to the requirements of this article.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-2. Time restriction.

A special event permit shall be limited to the specific time restriction shown on the permit.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-3. Application requirements.

Any person applying for a special event permit shall submit an application to the department with the following information:

- (a) Applications for special event permits shall be made on forms and in the manner prescribed by the planning and zoning department.
- (b) The special event permit application and special event vendor's permit application shall include all of the following information and such other information as the department deems reasonably necessary:
 - (1) Name of person, business or organization.
 - (2) Name, date of birth and social security number of the applicant and relationship to the person, business or organization.
 - (3) Complete street and mailing addresses of each person, business or organization.
 - (4) A brief description of the nature and type of the business or organization.
 - (5) A list of hazardous materials or hazardous wastes as defined by Title 49 USC Chapter 51 Section 5102 and amendments thereto that will be used or stored by the business.
 - (6) The type of business entity. If the business or organization is a corporation or limited liability company, the state where formed and the statutory agent's name and address.

- (7) Whether the business is for profit or nonprofit. Proof of nonprofit status is required. See Section 8-1-1.
- (8) List of officers/owners/managers of the business or organization, with their addresses.
- (9) The dates and times for the special event.
- (10) A copy of the Arizona Transaction Privilege Tax documentation (if applicable).
- (11) If the business specified in this article is subject to a certificate of health or sanitary examination, the applicant shall produce such certificate or permit from the Navajo County Health Department, as provided for in Arizona Revised Statutes, Title 36, Chapter 1, Article 2 and applicable Navajo County ordinances, as amended.
- (12) Where any business specified in this article is subject to other federal, state or local licensing, registration or permit requirements, i.e., professional, medical, technical, contractors, real estate, etc., the applicant shall produce such license, registration or permit from the appropriate federal, state or local governmental authorities.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-4. Special event plot plan.

In addition to the requirements in section 8-4-3, applicants for a special event permit may be required by the director to submit three copies of a plot plan, indicating the following:

- (a) Exact site location and layout of the event.
- (b) Location and number of booth spaces, stalls or vending areas.
- (c) Location of temporary structures and temporary utilities necessary for operation.
- (d) Location and provision of toilets and other sanitary services.
- (e) Ingress and egress.
- (f) Fire and emergency vehicle access.
- (g) Parking areas.
- (h) Signage.
- (i) Lighting.
- (j) Describe the security and traffic control measures to be taken for the special event.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-5. Special event permit application fee.

Any person applying for a special event permit as required by this article shall submit an application along with an application fee, as established by resolution of the city council. This fee may be waived by the city manager or his/her designee for nonprofit organizations only. Any determination made by the city manager or his/her designee regarding waiver of the required fee may be appealed to the city council.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-6. Special event vendor's permit application fee.

Any person applying for a special event vendor's permit as required by this article shall submit an application along with an application fee, as established by resolution of the city council. This fee may be waived by the city manager or his/her designee for special event vendors who are nonprofit organizations only. Any determination made by the city manager or his/her designee regarding waiver of the required fee may be appealed to the city council.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

Sec. 8-4-7. Permit approval/denial.

Upon receipt of an application, the director or designee, shall conduct the necessary investigation for the protection of public health, safety, welfare and overall public good. The permit application and any required plot shall be referred to the applicable fire district providing area fire protection and the police department. The police department shall conduct a computerized criminal history check on the applicants for all special events. After receiving and reviewing the information required by section 8-4-3, the director shall issue or deny the special event permit after five (5) working days, or after a required background check is complete (whichever is greater), along with any conditions of approval, or, if denied, the reason(s) for any denial. The department shall keep a record of all permits issued or denied for a period of one year after the date of the application. If, as a result of such investigation, any agency determines that the granting of the permit would be detrimental to the public health, welfare or safety, the application shall be denied. If a special event permit or a special event vendor's permit application is denied, the reason(s) for the denial shall be given in writing within ten (10) days of the denial. The department shall keep a record of special events permits issued for a period of two (2) years.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

♣ **Editor's note**—Sections 1 and 2 of Ord. No. 2003-08, adopted Sept. 2, 2003, amended Arts. 8-1 and 8-3 in their entirety and replaced them with Arts. 8-1 through 8-5 in their entirety. Ord. No. 2003-08 created new provisions for temporary peddlers, solicitors and transient merchants in Art. 8-3; special events in Art. 8-4; and carnivals in Art. 8-5. Also see editor's note at the bottom of page 1 of this chapter. Prior to the adoption of Ord. No. 2003-08, Ord. No. 292, adopted August 16, 1988, repealed Art. 8-4. Prior to such repeal, Art. 8-4, §§ 8-4-1 – 8-4-9, pertained to an occupational development fee, and was derived from Ord. No. 95, § 1, adopted June 6, 1979.