



Chisago County Department of Environmental Services  
Application for Special Event  
Temporary Parking  
Administrative Permit

Fee Paid \$\_\_\_\_\_

Property Owner Name and Mailing Address: \_\_\_\_\_

Applicant Name and Mailing Address (if not Owner) \_\_\_\_\_

Special Event: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Physical Address of Site \_\_\_\_\_

Legal Description: \_\_\_\_\_

Township

Section #

Township#

Range #

PID# \_\_\_\_\_ Access Road to Site: \_\_\_\_\_

Access Road Authority: County  Township  MnDOT

New Access Required? Yes  No  Upgrade Required? Yes  No

*(If you answer "yes" to the above question please attach a copy of the application you have made to appropriate road authority for approval of new access or access upgrade)*

Number of Vehicles Proposed to be Parked: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

(If agent, print principal's name and sign as agent)

I, the above signed property owner and/or applicant for this permit hereby acknowledge that the validity of this permit is contingent upon my compliance with all relevant Chisago County Ordinances and Minnesota State Statutes. With this signature I hereby agree to indemnify and hold harmless Chisago County and all of its agents and assigns from any liability or other claims arising from approval of this permit.

# List of Required Submittals For Special Event Temporary Parking Administrative Permit Application

1. Completed Administrative Permit Application
2. Accompanying permit fee in accordance with this schedule:

1 – 25 vehicles.....	\$25.00
26 – 50 vehicles.....	\$50.00
51 – 100 vehicles.....	\$75.00
100 or more vehicles.....	\$125.00
3. Narrative description of operating plan for parking, including the days and hours during which access to the parking site will be permitted, and the method or way by which parking customers will gain or be provided their access to the event site.
4. Detailed site plan (see attached sample) drawn to scale and showing:
  - The entire parent parcel of land proposed to host parking
  - Aerial photo depicting affected property and lands within one half mile (we will supply this from County GIS mapping)
  - The access road which will serve the affected property
  - The number of parking sites proposed
  - A scaled representation of each parking space
5. Emergency egress/severe weather plan if deemed necessary
6. Copy of written approval issued by the regulating road authority, if access is to your property is off of a Township Road.
7. Copy of applicant's notice to responsible emergency medical personnel (Larry Ferrier, Almelund Fire Chief, 15740 Maple Lane, Almelund, MN 55012)
8. Certificate of liability insurance, homeowners or otherwise with appropriate endorsements
9. Financial surety to guarantee repair and/or reclamation of public property or amenities (if determined to be necessary by the County) in an amount to be determined by the County

North ↗

# Sample Site Plan

