



# EVENTS AND SALES GUIDE

The City of Chanhassen recognizes the importance of outdoor events and sales of all types and sizes in adding to the vibrancy of our community. The city also recognizes that some of these events may have a significant impact on parking, traffic, and surrounding properties. In order to balance the benefits of events with their impact on the city, organizations and businesses wishing to host an event are required to apply for and receive a permit from the city.

There are several different types of permits, and this guide will help you determine which permit your event needs and what information is required to be submitted to the city. If you have any questions, please contact the Planning Department by calling City Hall at 952-227-1100.

PERMIT TYPES	
<b><i>No Permit</i></b>	<b><i>Public Gathering Permit</i></b>
<p>Private residential events in residential neighborhoods do not require permits. For example, birthday parties, graduations, anniversaries, and similar family events do not require permits.</p> <p>Indoor events with no expected impact on traffic or parking do not require permits.</p> <p>Events organized by or in partnership with the city do not require permits.</p>	<p>Gatherings of 50 or more persons including picnics and political gatherings within a city park.</p> <p><b>NOTE:</b> If the event is held entirely within a city park, this may be the only permit required; however, if the event leaves the park (a race or walk, for example) or impacts the city's traffic and parking, additional permits may be required.</p> <p>Contact Jerry Ruegemer by at 952-227-1121 or by email at <a href="mailto:jruegemer@ci.chanhassen.mn.us">jruegemer@ci.chanhassen.mn.us</a> for more information.</p>
<b><i>Temporary Outdoor Event Permit</i></b>	<b><i>Seasonal Sales Permit</i></b>
<p>Business and Commercial promotional events, customer and employee appreciation events, grand openings, and other outdoor events that remain on the applicant's property.</p> <p>These events may last no longer than 72 hours, and should not have any significant impact on adjacent properties (traffic, parking, etc.)</p>	<p>Outdoor sales lasting longer than 72 hours but less than 120 days. Examples of these would be farmer's markets, produce stands, and Christmas tree sales.</p> <p>These sales should not have any significant impact on adjacent properties (traffic, parking, etc.)</p>
<b><i>Special Event</i></b>	<b><i>Race Addendum</i></b>
<p>Any event that will leave the applicant's property, will require the use of city services or facilities, and/or will affect traffic, parking, or public safety.</p> <p>Examples are outdoor concerts, carnivals, festivals, races/walks, and similar events.</p> <p>Most large public events, races, and walks will require a special event permit.</p>	<p>All events that include a walk, race, or parade utilizing the city's sidewalks, trails, or streets need to submit a Race Addendum along with their special event permit.</p> <p>Private family events such as wedding and funeral processions are exempt from this permit.</p>

Miscellaneous Supplemental Permits	
Loudspeaker Permit:	Any non-residential property wishing to use a sound amplification device must apply for a loudspeaker permit.
Street Closure for Neighborhood Events:	Used to close of a portion of a cul-de-sac or dead-end street for a neighborhood block party or similar event. Residential use only. Contact Steve Lenz by at 952-227-1163 or by email at <a href="mailto:slenz@ci.chanhassen.mn.us">slenz@ci.chanhassen.mn.us</a> for additional information.
Temporary Lifting of No Parking:	Temporarily allows parking in a no parking zone. Residential or non-residential events. Contact Steve Lenz by at 952-227-1163 or by email at <a href="mailto:slenz@ci.chanhassen.mn.us">slenz@ci.chanhassen.mn.us</a> for additional information.
Temporary Liquor License:	If the event includes serving alcohol, please contact Kim Meuwissen at 952-227-1107 or by email at <a href="mailto:kmeuwissen@ci.chanhassen.mn.us">kmeuwissen@ci.chanhassen.mn.us</a> to determine what liquor licenses are required. Some indoor events that do not require other permits may still require a temporary liquor license.
Note	
Your event may also require state or county permits. This especially true for events serving food or selling produce. Please contact the MN Department of Health at 651-201-4500 or the MN Department of Agriculture at 651-201-6000, respectively, to determine these permitting requirements.	

Permit Fees	
Public Gathering Permit	Free
Temporary Outdoor Event Permit	\$50.00
Seasonal Sales Permit	\$50.00
Special Event Permit	\$100.00
Race Addendum	\$50.00
Loudspeaker Permit	\$10.00
Street Closure For Neighborhood Event Permit	\$10.00
Temporary Lifting of No Parking Permit	1 <sup>st</sup> week free, \$20.00 per each additional week
Temporary On-Sale Liquor License	\$1.00
Note	
All permits should be submitted at least 10 business days (two weeks) prior to the proposed start date of the event, except for <b>special event permits</b> and <b>race addendums</b> , which should be submitted <b>sixty (60)</b> days prior the proposed start date of event.	

## **APPLICATION PROCEDURE**

Once you have determined what permit(s) are required, download the appropriate permit applications. Please read them carefully and fill out each required section. All events must also submit proof of liability insurance and a site plan of the event showing the location of tents, chemical toilets, tables, signage, and other temporary structures associated with the event. Be sure to include proof of insurance and a site plan along with any other required supplemental documentation.

Submit completed application documents along with a check for any required fees by mailing them to the following address:

City of Chanhassen  
Attn: Events  
7700 Market Boulevard  
PO Box 147 (must use PO Box if mailing)  
Chanhassen, MN 55317

Applications may also be dropped off in person at City Hall (same address) Monday through Friday from 8:00 a.m. to 4:30 p.m.

**NOTE:** Incomplete applications may result in delays in approval or denial of request.

## **PERMIT REVIEW PROCESS**

Staff will review the permit application(s) and contact the applicant if there is any missing information or additional documentation is required. If necessary, the city may recommend or impose conditions on the permit in order to mitigate its impact on neighboring properties. In extreme cases where the event cannot be safely accommodated, the city may deny the permit application.

Assuming that the application is complete and requested documentation is included, the city will send the applicant a letter stating that the event has been approved listing any applicable conditions. Failure to agree to the conditions required by the city will result in denial of the event permit application. Additionally, violating conditions placed upon an event may be grounds for denial of future event applications.