



City of Chesterfield Special Activities Permit

Instructions

If you are planning a special event or activity in the City of Chesterfield, a permit may be required to help protect the health and safety of your guests.

If you have any questions after reading through these instructions, or are unsure if your event requires a Special Activity Permit, please contact Planner of the Day at (636) 537-4733.

All Special Activities involving fireworks require a separate Fireworks Permit.

What qualifies as a Special Activity?

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on the site, on city owned or privately owned property, and interferes with the normal flow or regulation of pedestrian traffic, vehicular traffic, or parking and may require special City services which include, but are not limited to the provision of barricades, refuse services, stages, special parking arrangements or special police services or protection.

Examples of a special activity include, but are not limited to: parades, bicycle races, fairs, outdoor music concerts craft fairs, block/neighborhood parties, motorized vehicle races, carnivals, shows, outdoor cultural/community events, fundraisers, fun-run/walks, circuses, rodeos, exhibitions, public speaking events, and sales and promotional events. **Retailers in Chesterfield Valley wishing to extend regular business hours on Thanksgiving and “Black Friday” must file for a Special Activity Permit according to the provisions in Ordinance 2725.**

A Special Activity requires a permit from the City of Chesterfield.

How do I apply for a Special Activities Permit?

- 1) Completely fill out the attached application. Please type or print legibly in ink.
- 2) Please include as much detail as possible and submit a site and/or route plan with the application.
- 3) If parking for the event will not be on site, please provide the location where proposed parking will take place.
- 4) If the property owner is NOT the same as the applicant, the property owner or authorized agent MUST provide consent to the special event/activity by either signing the application under “Property Owner/Authorized Agent Consent” or by providing a letter with the application stating their consent.
- 5) Please submit completed applications...
via e-mail or fax: specialactivity@chesterfield.mo.us or
via mail or hand delivery: Planner of the Day, 690 Chesterfield Parkway West, Chesterfield, MO 63107

Additional information

- **This is not an all-encompassing permit, and in fact, may only be one of several permits required for your event. If your event includes the use of any County or State rights of way, the respective agencies may require separate permits. Acquiring these various permits is the responsibility of the applicant.**
- The City of Chesterfield contracts with St. Louis County for some permit services, and you may be directed to contact the St. Louis County Department of Public Works Special Events Permit Processor, (314) 615-5184, to verify if additional permits need to be obtained before the event.
- It is the responsibility of the applicant to verify that all permits for a given event or activity have been applied for before the date of the event. The City of Chesterfield will not approve a Special Activities Permit until all permit requirements have been met, including obtaining all needed permits from other agencies.
- A Special Activities Permit does NOT entitle the bearer to any special exemption from following all State, County, and local laws. For example, a permitted event with a live band does not allow for any variance from the City’s general peace disturbance ordinances.
- Special Activities are activities that do not typically or regularly occur on the site, and as such, may only be temporary occurrences. An event or events which require a Special Activities Permit at any given address or route shall not occur on more than 30 days in any one (1) calendar year, nor shall any single activity or event persist for more than 15 consecutive days.
- Temporary structures (such as tents) and signage may be subject to separate regulations, requirements, fees and require additional permits.
- Requests for complete road closures of any kind will not be approved except at the Chesterfield Valley Athletic Complex and the Chesterfield Amphitheatre.
- **Events taking place on property or rights of way owned by the City of Chesterfield may require insurance.**



City of Chesterfield Special Activities Permit

Application

Organization/Event: _____

Principal Contact: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Fax: _____ Cell: _____ E-mail: _____

Event Address: _____

Event Date(s): _____ Hours: _____

Description of Event: _____

(Please attach additional sheets if more space is needed to accurately describe the event)

Expected Attendance/Scope: _____

Responsible Party: _____

Phone: _____ Cell: _____ E-mail: _____

Responsible Party Signature: _____

Does this event involve a public street? Yes _____ No _____

If yes, a traffic control plan MUST be attached to this application.

Any event involving County or State rights-of-way must obtain permits for their use PRIOR to filling out this application.

A parking plan MUST be attached to this application.

A detailed site plan and/or route map MUST be attached to this application.

Property Owner (or Authorized Agent) Consent (If desired, please attach any comments to this application)

Signature: _____ Date: _____

By their signature to and acceptance of this agreement, the Applicant hereby agrees to release, indemnify, hold harmless and defend the City of Chesterfield and its employees, agents and representatives from any claim, suit, loss, damage, liability and expense for any and all injuries and damages, including claims for injury or death to persons and damage to property, which are caused, arise or occur as a direct or indirect result of this agreement, or out of the conduct, behavior or activity allowed and permitted under this agreement.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT, AND THAT I WILL CONFORM TO ALL APPLICABLE LAWS AND ORDINANCES OF THE CITY OF CHESTERFIELD AND ST. LOUIS COUNTY.

Applicant Signature: _____ Date: _____

Application Approved by: _____

Signature: _____

Date: _____