



One Detjen Drive  
Crestwood, MO 63126  
(314) 729-4700

## OFFICE OF THE CITY CLERK

### Special Activities Permit

If you are planning a special event or activity in the City of Crestwood, a permit may be required to help protect the health and safety of you and your guests. The following is a list of information to determine if permits are required and how to complete the process.

#### **What is a Special Activity?**

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on a site, that is conducted indoors or outdoors, on city-owned or privately-owned property, and/or interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking; may require special city services, including but not limited to provision of barricades, refuse services, stages, special parking arrangements or special police services/protection.

#### **Examples of a Special Activity include but are not limited to the following:**

Bonfires/Fireworks	Parades	Outdoor cultural/community events
Bicycle races	Fundraisers	Sales/Promotional events
Non-Typical Park Uses	Fun-runs/walks	Marathons/Competitive Runs
Public Speaking events	Carnivals/Fairs	Outdoor music concerts
Other		

#### **Examples of a Special Activity that does not require a permit:**

Exceptions to the Special Activities Permit requirement include:

1. Activities conducted by a governmental agency acting within the scope of its authority.
2. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, sound equipment or lighting equipment.
3. Any event conducted by a local school/religious group that is conducted on their own grounds and there will be no impact to traffic flow on surrounding public streets or pose a risk to public safety.
4. Residential garage sales, yard sales, or small parties that do not impact the traffic flow on surrounding public or private streets or pose a risk to public safety.

#### **How do I apply for a Special Activities Permit?**

Please follow the steps below to complete the application process. Following these steps in their entirety will ensure a smooth and timely approval of your application.

1. Completely fill out the application on the following pages. Do not forget to sign and date. The application must be submitted a minimum of thirty (30) days in advance of the proposed date of the event to ensure all approvals.
2. The fee to fill out the special activities permit is a standard \$25, non-refundable fee. There may be additional costs based on the type of use, but that will be made clear by the City as the application is reviewed by staff.



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3. Please be as detailed as possible when describing your event. If you have a site plan, parade route, etc., please submit it to help us determine all requests have been made. If additional structures, lighting, tents, signage, etc. are to be used in conjunction with the proposed event, their locations must be noted on the plans.
4. If parking for the event is not on the site, please provide the location of proposed parking.
5. If the property owner is not the applicant, the property owner or authorized agent must provide consent to the special activity either on the application or providing a letter giving consent. If the City is the property owner, then the City Administrator (or their designee) must provide consent for the special event.
6. **Please note:** Special activities permit applicants, sponsors, and other individuals/organizations named in the permit shall be responsible for any City of Crestwood staff overtime wages up to \$500. The applicant may also be responsible for any additional expenses incurred by the City for stolen or damaged City property, the purchase of additional materials/equipment, and utilities used for the event.

### **Notification of those impacted by the event**

1. Events that will cause street closures will need to notify or meet with those impacted. In the event that a public institution (religious facility, school, or government facility) will be impacted, documentation that the institution has no concerns will need to be provided with the permit.
2. For larger events, an advertisement may need to be placed in the media and/or on social media to notify those impacted of the event.

### **Public Safety Regulations**

1. If you will be employing or in need of additional security for the special activity, please contact the Crestwood Police Department at 314-729-4800.
2. Prior to the special activity, it may be necessary for the applicant to contact the City of Crestwood Department of Fire Services to schedule a safety inspection of the premises. Please contact the Fire Department at 314-729-4740 to schedule this inspection.
3. All tents or additional structures must comply with St. Louis County building code requirements. A tent permit from the City is required if the structure is greater than 399 square feet. Additionally, a temporary structure permit from St. Louis County is required for any structure greater than 900 square feet, or an occupancy load greater than 50 people.
4. To be in compliance with all public nuisance laws, if music is being played, and complaints are received, the responsible party(s) must agree to lower the volume or cease music at the direction of the Police Department.

### **Parade Regulations**

1. Parade route plan indicating all traffic control, no parking sign, and barricade locations required for review and approval. (*see Traffic Control and No Parking Sign Regulations*)



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2. In vehicle parades, headlights are required. In walking parades, adequate adult supervision must be provided for children participating in the parade.
3. Wheel walkers will be required for all vehicles and trailers with one adult at each wheel throughout the parade.
4. Police Escort: Officer in charge has authority to make changes in the parade route and/or formations as they may, in the interest of public safety, deem necessary. The weaving or unnecessary movement of vehicles will cause revocation of this permit. If it is a political campaign parade, they shall not receive a police escort and shall observe all traffic regulations.
5. All emergency vehicles must have access or egress.
6. No paint markings may be applied to street pavements or sidewalks. Failure to adhere to this regulation will require reimbursement for the cost of removal of the markings and will be subject to denial of future events by this individual/organization.

### **Run Regulations**

1. Run route plan indicating all traffic control, no parking sign, and barricade locations required for review and approval. (*see Traffic Control and No Parking Sign Regulations*)
2. Road Closures at street intersections along the run route will be at the determination of the Police Department. Marshalls, which are required at each road closure, must be a minimum of 18 years of age.
3. The organization running the event must have a general liability insurance policy certificate in naming the City of Crestwood, Missouri as an additional insured. A copy of the Certificate of Insurance will be required.
4. Adequate adult supervision must be provided for children participating in the parade.
5. It is suggested that a professional run company be hired to help plan and organize the run.
6. All emergency vehicles must have access or egress.
7. No paint markings may be applied to street pavements or sidewalks. Failure to adhere to this regulation will require reimbursement for the cost of removal of the markings and will be subject to denial of future events by this organization.

### **Barricade Regulations**

1. Requested barricades are only guaranteed to be provided to City sponsored functions and as always, are subject to availability. For non-City sponsored events, the applicant must receive approval from the City, for up to ten (10) barricades needed. If more are needed, or the request was not approved, the applicant must provide their own barricades. Cones are not available through the City.
2. If approved, barricades will be delivered to the location of the street closure on the Friday before a weekend event, or the morning of the event, if on a weekday. Barricades will be picked up by the street division on the first regular business day after the event.



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3. Permittees will be responsible for erecting and removing the barricades at the beginning and conclusion of the event as indicated on the application.

### **Traffic Control and No Parking Sign Regulations**

1. No Parking Signs requested must be installed and removed by the Department of Public Works and/or Police Department.
2. Signs shall be spaced between 75' to 100' intervals along required "no parking" locations.
3. Cost for installation and removal of each sign for non-City sponsored events shall be \$2 per sign. Signs provided for City sponsored events are installed and removed at no cost.
4. After review, the total cost shall be paid for the calculated number of No Parking Signs required for the No Parking locations prior to final approval of the application.
5. Traffic Control devices will be provided for City Sponsored events at no cost and will be installed and removed by City crew.
6. Traffic control devices required for non-City sponsored events will be the applicant's responsibility to rent, erect and remove with a private company. The type of barricade(s) necessary will be identified during review of the permit.

### **Park/Park Facility Rental Regulations**

1. All requests for Special Events that include City Parks will be processed with the Special Activities Permit. However, requests not needing other City services must also complete the Application for Non-Typical Park Use with the Department of Parks and Recreation.

### **Clean Up Regulations**

1. The street and its right-of-way must be cleaned of all litter and materials within 24 hours of the conclusion of the Special Event and before the barricades are taken down.

### **Fee Schedule for Special Activities Permit**

1. \$25 standard, non-refundable processing fee for all Special Activities
2. \$100 additional fee for fireworks, if applicable
3. \$2 per sign for "No Parking" signs, if applicable
4. If police officers are needed for security, please contact the Police Department for pricing.

**An approved Special Activities Permit does not entitle the bearer to any special exemption from following all State, County or local codes. For example, the fact that an event with a live band is permitted does not allow for any variance from the City's general peace disturbance ordinance.**



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### Site Plan Checklist:

- Barricades provided by applicant – show locations and barricade types on a plan
- No Parking Signs/Parking Ordinance – show locations on a plan; fee will be assessed for non- city sponsored events with dates and times requested
- Street Closure – show locations on a plan with dates and times requested
- Traffic Control – show locations on a plan
- Electric Service (Limited locations) *\*Show any use of lighting, music, loud speakers, sound systems, etc. on plans*
- Trash Cans – show locations on a plan *(only provided by the City for City sponsored events)*
- Refuse Containers – show locations on a plan (if applicable)

### Other Documentation Checklist

- Police Escort/ Police Services - fee will be assessed for non-city sponsored events
- Provide Certificate of Insurance (if applicable)
- List of all vendors providing services, supplies, food or drink to the event (if applicable)
- Documentation of notification of impacted residents/institutions (if applicable)
- Proof of Publication (if applicable)
- Presentation scheduled with Business District (if applicable)
- Temporary Liquor License *(Additional approval is required)*
- Park Rental – fee will be assessed by the Department of Parks and Recreation

Park/ Park Facility \_\_\_\_\_

Dates and times requested \_\_\_\_\_

(Park rentals can only be made between 8:00 am and 11:00 pm)

- Property Owner Authorization, if different than applicant (