



Dakota County License Application for Assemblage of Large Numbers of People

Print or type

Applicant's legal name			Applicant's Date of Birth
Business trade name (doing business as)			Daytime phone
Complete address of assemblage property			Email
City	State	Zip code	
Address of additional owner/s of assemblage property	City	State	Zip code

Event information

Nature or purpose of Event

Exact Date(s) of Event MM/DD/YY

Hours of Event

Legal description of Property

Statement of understanding

Applicants are encouraged to read Ordinance 112 and Ordinance 110 Section 16 in entirety as part of preparing a permit application. There are several key provisions which require particular attention:

1. The license shall permit no more persons to assemble than the number listed.
2. No assemblage shall occur between the hours of 11:30 PM and 9:00 AM on Fridays and Saturdays, and between 9:00 PM and 9:00 AM Sundays through Thursdays.
3. The licensee agrees to allow representatives of the Dakota County Sheriff's Office to access the property from the time of submission of this application and continuing until 24 hours following the licensed activity.
4. The county may impose additional conditions to protect the health, safety, and welfare of those persons who may be in attendance or residents in the community where the event shall be held.
5. The licensee and his/her agents shall maintain the assembly premises and facilities in a clean, orderly and sanitary condition at all times.
6. No person at the assembly may engage in any conduct which violates a federal, state, county, or local law, ordinance, or regulation.
7. The license shall be posted in a conspicuous place at all times.
8. The applicant agrees to abide by all provisions of Dakota County Ordinance 112 and Ordinance 110 Section 16 in entirety.

Hours during which music will be played (if applicable): _____

Hours during which alcohol will be served (if applicable): _____

Maximum Number of Attendees (or Tickets Sold): _____

I attest that all the information included in the application is accurate and true to the best of my knowledge:

Applicant Signature

In the event the Assembly is to occur on property belonging to other than the applicant, the application must include the notarized signature of the land owner or copy of the lease authorizing use of the property.

Landowner Name: _____

Landowner Address: _____

Landowner Phone: _____

I attest that the information included in the application is accurate and true to the best of my knowledge:

Landowner Signature

For the following section, if no response type N/A

<p>1.</p>	<p>Attendance – Ordinance plan requirement:</p> <p>Maximum number of people to be assembled or admitted to the location and the method to be used to track the number of attendees and limit the number of attendees to those authorized in the permit.</p> <p>Guidance:</p> <p>A. Applicant should make a best estimate of the expected attendance. Permits are required for any event with over 300 persons in attendance. Note that Ordinance requires that the event be limited to the number of people listed in the plan; applicants may wish to add in a cushion to their estimate if more people than estimated could be expected.</p> <p>B. Applicant should describe the method that will be used to track attendance. For example: Wrist bands will be provided for all attendees upon entering the event site. The number of assigned wrist bands will be limited to the total attendance of the permit application.</p>
	<p><i>Applicants Response:</i></p>
<p>2.</p>	<p>Site Map – Ordinance plan requirement:</p> <p>A fence or barrier completely enclosing the proposed location of sufficient height and strength to prevent people gaining access to the assembly grounds and having sufficient entrances and exits to allow easy movement into and out of the assembly grounds.</p> <p>Guidance:</p> <p>Marked on the site sketch.</p>
	<p><i>Applicants Response:</i></p>
<p>3.</p>	<p>Water – Ordinance plan requirement:</p> <p>Sanitary potable water sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least 1 gallon per person per day.</p>
	<p><i>Applicants Response:</i></p>
<p>4.</p>	<p>Restrooms – Ordinance plan requirement:</p> <p>Separately enclosed toilets and hand washing or hand sanitizing stations conveniently located throughout the property sufficient to provide for the maximum number of attendees authorized by the license. Separate enclosed toilets and hand washing stations, conveniently located throughout the grounds, as recommended by the Dakota County Public Health Department.</p> <p>Guidance:</p> <p>A. Describe any permanent toilet facilities and any portable rental units that will be used during the event.</p> <p>B. Describe how portable toilets will be cleaned and serviced and provide the name of the vendor, vendor contact, vendor phone number.</p>

	<i>Applicants Response:</i>
5.	<p>Food – Ordinance plan requirement:</p> <p>Special event food and beverage stands operated in compliance with the Minnesota Food Code, as evidenced by a current license issued by the Minnesota Department of Health. By January 1, 2024, large event venues with organics must separate and collect a designated list of organics in back-of-house areas, in compliance with Ordinance 110 Section 16.</p> <p>Guidance:</p> <p>A. Describe the types and numbers of food and beverage stands that will be at the event.</p> <p>B. Will the event have at least 300 people in attendance and generate at least one ton (eight cubic yards) of trash per location? Yes/No</p> <p> If yes:</p> <p> 1. Identify food and beverage stands with back-of-house organics to be collected, and</p> <p> 2. Describe the plan to separate and collect a designated list of organics in back-of-house areas, in compliance with Ordinance 110 Section 16</p> <p>C. Provide a statement that all food and beverage stands will be licensed by the Minnesota Department of Health (if required) and that each vendor will display the license prominently.</p>
	<i>Applicants Response:</i>
6.	<p>Trash/Recycling/Organics – Ordinance plan requirement:</p> <p>A sanitary method of managing solid waste in compliance with state and local laws and regulations, sufficient to manage the solid waste production of the maximum number of people to be assembled at the rate of at least 2.5 lbs. of solid waste per person per day, together with a plan for collecting and holding all such waste at least once each day of the assembly’s continuance, and sufficient trash, recycling, and organics containers and personnel to perform such tasks. Trash and recycling receptacles are co-located (within 10 feet of one another) and properly-labeled as required by County Ordinance 110 Section 16.</p>
	<p>Guidance:</p> <p>A. Describe who will be responsible for managing solid waste at the site and how the waste will be handled (e.g., placing and emptying labeled trash, recycling, organics receptacles, obtaining hauler service).</p> <p>B. Identify the trash, recycling, and if applicable, organics facilities to receive the solid waste and the waste service provider name.</p> <p>C. Describe the plan to provide County standardized waste abatement messages to event staff and volunteers, housekeeping and custodial contractors as detailed on the County website; to ensure sufficient capacity (no overflow) at the site to separately collect the Designated List of Recyclables and Organics (if applicable) from trash; provide trash and recycling receptacles for public use that are co-located (within 10 feet of one another) and properly-labeled as required by County Ordinance 110 Section 16; and prevent waste from becoming a nuisance or provide waste hauler contract which addresses all requirements.</p>
	<i>Applicants Response:</i>

7.	<p>Lighting – Ordinance plan requirement:</p> <p>If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles at ground level, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.</p> <p>Guidance:</p>
	<p><i>Applicants Response:</i></p>
8.	<p>Security – Ordinance plan requirement:</p> <p>Security and traffic controls which will meet the requirements of local authorities and the Minnesota Department of Public Safety. Such controls shall include, but not be limited to, Minnesota law enforcement officers having jurisdiction in Dakota County or protective agents licensed in Minnesota physically present, as follows:</p> <p style="padding-left: 40px;">Over 300 people – 1 officer per 200 attendees</p> <p>The written plan shall include the number of officers to be provided, their credentials and hours of availability.</p> <p>The Dakota County Sheriff may recommend that security staffing requirements be reduced based upon the applicant’s assemblage license history.</p> <p>If security is provided by the Dakota County Sheriff’s Office, cost of security for on-duty personnel will be billed by the Sheriff’s Office at a rate established annually by the Board.</p> <p>Guidance:</p> <p>SECURITY ATTACHMENT MUST BE COMPLETED AND SUBMITTED ALONG WITH APPLICATION.</p>
	<p><i>Applicants Response:</i></p>
9.	<p>Fire Safety – Ordinance plan requirement:</p> <p>Fire protection sufficient to meet all applicable state and local laws and regulations which shall include, but not be limited to, extinguishing devices, fire lanes and escapes, and sufficient emergency personnel to efficiently operate the required equipment.</p> <p>Guidance:</p> <p>Applicant should describe fire protection provided for the event.</p>
	<p><i>Applicants Response:</i></p>

10.	<p>Communications – Ordinance plan requirement:</p> <p>There must be a minimum of 1 telephone, capable of two-way conversation, that is designated solely for emergency use. In the event of an emergency, 911 shall be used. Callers must be able to provide the location of the event, the address, and the nature of the emergency.</p> <p>Guidance:</p> <p>Describe the number of phone lines and any other methods of communications (radios, cells phones, pagers, walkie talkies) that will be used by applicants to coordinate the event or respond to emergencies.</p>
	<p><i>Applicants Response:</i></p>
11.	<p>Medical Emergencies – Ordinance plan requirement:</p> <p>The applicant shall ensure compliance with emergency medical services (EMS) requirements as determined by Dakota County Public Health based in part, on the Dakota County EMS Mass Assemblage Planning Guide, (Attached).</p> <p>Guidance:</p> <ul style="list-style-type: none"> A. Provide a statement that the applicant will comply with the Dakota County Public Health Department’s EMS requirements for the event. B. Contact the Public Health Department to determine EMS requirements for the event. C. Emergency Medical Technicians (EMT’s), Paramedics and the designated ambulance service providing coverage for the event, must be registered or certified by the MN Emergency Medical Services Regulatory Board per guidance of Minn. Stat. Chapter 144E. D. Describe where an AED can be accessed for immediate use at the assemblage site.
	<p><i>Applicants Response:</i></p>
12.	<p>Parking – Ordinance plan requirement:</p> <p>A parking area inside the assembly grounds sufficient to provide parking space for the maximum number of people to be assembled, at the rate of at least one parking space for every four persons per day. Adequate handicapped designated parking spaces shall be provided in accordance with applicable Minnesota Rules governing the provision of such.</p> <p>Guidance:</p> <p>Describe and mark these areas on the site sketch provided under item 2.</p>
	<p><i>Applicants Response:</i></p>

13.	<p>Noise Levels – Ordinance plan requirement :</p> <p>All reasonably necessary precautions to ensure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly. In no case shall sound levels exceed Minnesota Rules establishing noise standards, Minnesota Rules, Chapter 7030 or successor rules. The permit will include the applicable portion of The Dakota County Sheriff has the authority to order a reduction in sound levels, if necessary, based on complaints.</p> <p>Guidance:</p> <p>The Sheriff’s Office utilizes Minnesota Rules, Chapter 7030 to evaluate the maximum sound level permissible during a permitted event. At the point at which a residential area begins, sound level readings may not exceed 65 dBA for more than 10 percent of the time, more than 60 dBA for greater than 50 percent of the time during the daylight hours of 7:00 am to 10:00 pm. Between the nighttime hours of 10:00 pm and 7:00 am., sound levels may not be greater than 55 dBA 10 percent of the time or 50 dBA 50 percent of the time. On the Fairgrounds, sound levels may not be greater than 80 dBA for more than 10 percent of the time or greater than 75 dBA for more than 50 Percent of the time.</p>
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Minnesota Rules, Chapter 7030.0040 Noise Standards

Noise Area Classification	Daytime		Nighttime	
	L10	L50	L10	L50
1-Residential Areas	65 dBA	60 dBA	55 dBA	50 dBA
3- Fairgrounds	80 dBA	75 dBA	80 dBA	75 dBA

L10 - means the sound level, expressed in dB(A), which is exceeded ten percent of the time for a one hour period.

L50 - means the sound level, expressed in dB(A), which is exceeded 50 percent of the time for a one hour period.

Other Ordinance Requirements:

Applicants are encouraged to read Ordinance 112 in its entirety as part of preparing a permit application. There are two additional conditions of particular note for event planning. The following items are not part of the plan requirements but rather general ordinance requirements.

14.	<p>Lawful Assembly Permit Bond – additional ordinance requirements:</p> <p>Evidence of a \$10,000 bond payable to Dakota County either in cash or underwritten by a performance surety company licensed to do business in Minnesota assuring that there will be no damage to any County highway, street or other public property arising out of or as a result of the licensed assembly and that the licensee will promptly and fully repay or repair any damages so done, and that all provisions of this ordinance and conditions imposed by the County Board in the issuance of such license are fully complied with by the licensee.</p> <p>Guidance:</p> <p>Bonds must be provided to the County Treasurer- Auditor to obtain the license.</p>
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15.	<p>General Liability Insurance – additional ordinance requirements:</p>
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Evidence of commercial general liability insurance covering all injuries or damage caused by or as a result of the conduct of the assembly in the sum of \$1,000,000 per occurrence for bodily injury or death or property damage naming Dakota County as an additional insured. Proof of such coverage must be submitted to the County Treasurer- Auditor to obtain the license.

Guidance:

Applicant must provide documentation in conformance with the requirements prior to staff approval of the permit application. An example insurance certificate can be found on the county website.

16. Animals/Pets – additional ordinance requirement:

No animals or household pets, not directly involved in the show or exhibition or the policing thereof, shall be permitted on any of the grounds or facilities, and no animals or pets shall be permitted to run loose. This requirement does not apply to service animals.

Guidance:

Applicant should instruct event security staff to screen for any pets that attendees might try to bring into the event.

17. Fires – additional ordinance requirement:

No fire of any kind shall be permitted on the premises or facilities except in grills or at locations designated for that purpose.

Guidance:

Applicant should assure that security staff is aware of this requirement.

18. Transportation

Please fill out the below section if your event involves a County Road or Highway with:

1. The closure of a traffic lane, turn lane or shoulder.
2. The placement of any directional signs (Advertising signs are not allowed).
3. The Dakota County Sheriff's Office or someone else would need to direct traffic on a County road or Highway.

The applicant is requesting to temporarily occupy a portion of the right-of-way for the following reason:

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Date the roadway will be obstructed:

Start Time/date:

Ending:

Time/date:

Location (Road Name):

Traffic Management Plan Description:

If the event will require closure of the traveled portion of the roadway or shoulder, the permittee must submit a traffic management plan along with this permit form. The plan shall specify what signs and/or flagmen will be used. A minimum of seven days prior public notification may be required if a road is closed and a detour is needed. The permittee must also notify the local police and fire departments of any road closures. Only local police or Dakota County Deputies can stop traffic.

No lane closures are permitted during rush hour times, from: 6:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 6:00 p.m. without prior approval from the City and/or County.

If you have any questions about Special Events Permits from our Transportation Department, please visit: <https://www.co.dakota.mn.us/Permits/HighwayPermits/SpecialEvent/Pages/default.aspx>

If you have any questions, please contact the following staff:

Application Submission/Status/Approval	Nicole Tillander	Public Services & Revenue 651.438.4372 651.438.8260 – fax nicole.tillander@co.dakota.mn.us
Sections 1,2,7,8,9,10,12,13,16,17	Richard Schroeder	Sheriff's Office 651.438.4706
Sections 3,4,5,6,11	Gina Adasiewicz	Public Health 952.891.7166
Sections 14 & 15	B.J. Battig	Risk Management 651.438.4532
Section 18	Butch McConnell	Transportation 952.891.7115

Any documents submitted by the applicant after the initial permit application submitted will be included in the application packet and become part of the permit.

Dakota County EMS Mass Assemblage Planning Guide

Add up scores (0-2) for each of the 6 categories

Variable	POINTS		
	2	1	0
Weather (outdoor events)	>90 degrees F (heat index) <0 degrees F (wind chill) No climate controlled shelter	80-90 degrees F (heat index) 1-40 degrees F (wind chill) Minimal climate controlled shelter	Climate controlled environment
Peak attendance	>15,000	1,000-15,000	<1,000
Alcohol Consumption	Significant-offered during the entire event	Limited to a few hours of the event	None
Crowd age	Older	Mixed	Younger
Behavior of Crowd	Animated/rowdy	Intermediate	Calm
Prior experience with applicant	Major problems/issues	Minor problems/issues	No problems/issues
Transport time to hospital	>30 minutes	20-29 minutes	<20 minutes

Higher Risk: Total score ≥ 5 , or scores of 2 in two different categories.

ALS on-site medical aid station, ALS on-site ambulance and roaming teams are recommended. AED required. An on-site physician should be considered.

Intermediate Event: Total score 3 or 4, or a score of 2 in any category.

BLS on-site medical aid station and on-site ALS ambulance recommended. AED required. Staffing levels, number of aid stations, and consideration of mobile teams should be based on event characteristics*.

Lower Risk Event: Total score < 3 and no single category with a score of 2.

BLS on-site care with consideration of on-site BLS ambulance based on event characteristics*. AED required

- Staff working the event and any ambulance services must be registered or certified by the MN Emergency Medical Services Regulatory Board per guidance of MN Statute 144 E.
- The applicant must attach a roster indicating the staff certification and the licensed/certified ambulance service being used.

- For special events and mass gatherings the local EMS primary service area holder (MN Statutes 144 D.06) and the local hospital should be notified of the event in advance and ideally involved in the development of the medical plan.

Unique Characteristics for Consideration in Planning for Mass Gatherings

- Venue location** – indoors vs. outdoors, availability of shelter/shade or other climate control methods
- Nature of event** – spectator event, athletic competition, concert, parade (or other linear distribution of spectators/participants)
- Weather** – extremes of temperature and humidity correlate with volume/severity of patient encounters
- Alcohol availability, potential for recreational drug use**
- Anticipated age of spectators and participants**
- Crowd dynamics** – varies with type of event, from calm to rowdy/aggressive
- Reasonable availability of free and unlimited drinking water**
- Ingress/egress for emergency vehicles and access to the medical tent**
- All-terrain vehicles or other intra-venue patient transport methods**
- Liability insurance, medical supplies, and security considerations**
- Transport time to the hospital** – distance, traffic conditions, air ambulance (helicopter) assets

Grange, Baumann, Vaezazizi. "On-site Physicians Reduce Ambulance Transports at Mass Gatherings." *Prehosp Emerg Care*, 7 (3), 2003. pp 322-326.

Hartman et al. "Predicting Resource Use at Mass Gatherings Using a Simplified Stratification Scoring Model." *Am J Emerg Med*, 27 (3), 2009. pp 337-343.