



Permit #: _____

Date Issued: _____

Planning & Development
2348 S. Brentwood Blvd.
Brentwood, MO 63144
314.963.8602
www.brentwoodmo.org

SPECIAL USE PERMIT PERMIT

Event: _____

Event Date(s): _____ to _____ Event Hours: From _____ to _____

Event Location: _____ Event Property Owner: _____

Property Owner Phone: _____ Property Owner Email: _____

Event Contact Name: _____ Event Contact Phone: _____

Description of Event:

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE PERMIT APPLICATION*:

- Written approval of property owner
- Site sketch
- Certificate of Insurance*

The applicant hereby agrees to comply with all the ordinances of the City of Brentwood and understands that this permit is subject to revocation for cause at the discretion of the Board of Alderman of the City of Brentwood. The applicant agrees to restore and replace any property disturbed or affected, and to conduct all activities in accordance with conditions imposed by the Board of Alderman to the permit which will be attached if this application is approved. The applicant understands this application is not a license to conduct the petitioned activity until approved.

I certify that the information provided is accurate and complete to the best of my knowledge.

Applicant Name

Applicant's Signature

=====DO NOT WRITE BELOW THIS LINE=====

Approved by: _____

Excise Commissioner: _____

Planning Director: _____

Ordinance No.: _____

Building Official: _____

Police Chief: _____

City Administrator: _____

Fire Chief: _____

Board of Alderman Approval: _____ Date: _____

Fee: _____

Requirements & Guidelines:

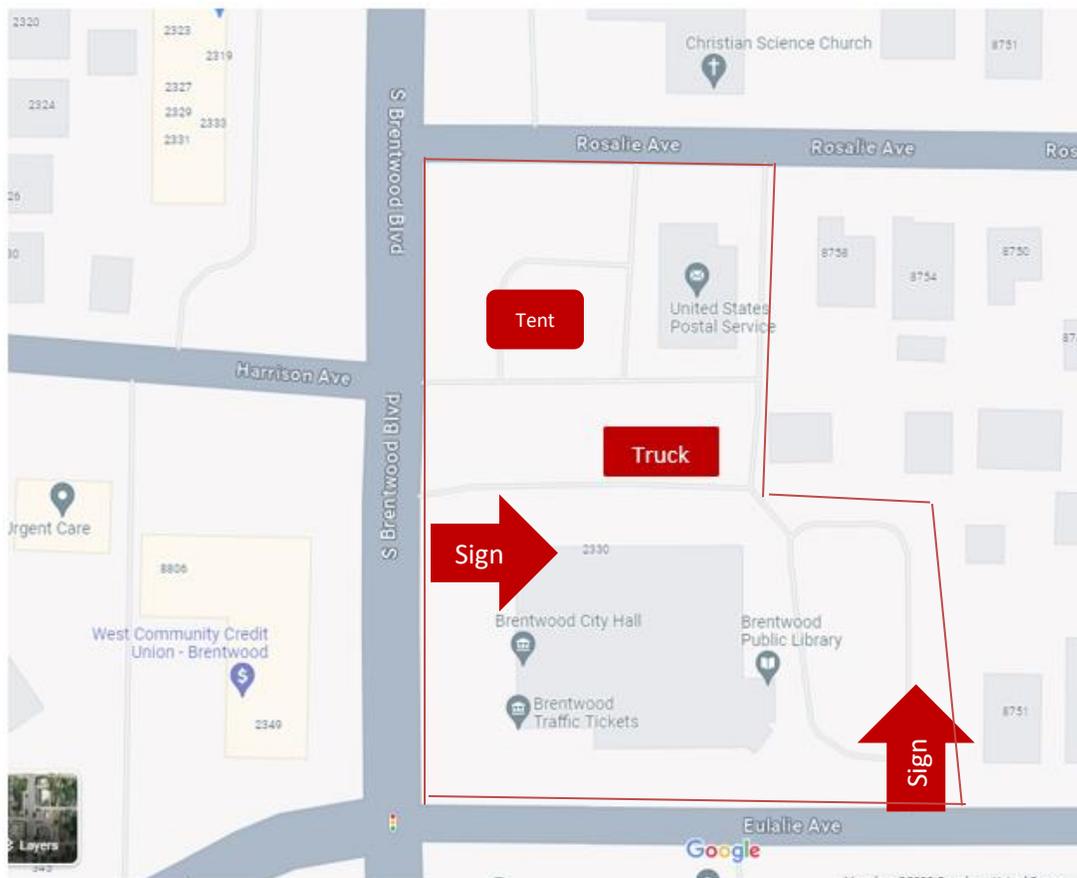
1. Special Events with Mobile Food Vendors will require individual vendors to apply for a Mobile Food Vendor permit.
2. Events with Tents and Awnings need to be shown on the site plan.
3. Provide placement of any signage on the site plan.
4. No mobile food vendor shall operate, conduct business, or have merchandise,
5. Free standing signs shall not be permitted. Signs shall be confined to those already attached, affixed, or applied to the truck, trailer, or cart.
6. *Events selling liquor must get approval by the Board of Alderman prior to approval of the Special Use Permit.
7. A certificate of insurance shall name the City of Brentwood as additional insured and indemnify and hold harmless the City of Brentwood.

Sample Site Plan

Event Location: 2348 S Brentwood

Clearly show where the event will be held in relation to nearby streets.

Show any signs, vendors, and tents that will be a part of the event.



To Submit your completed application via email:

Events with Liquor: deputycityclerk@brentwoodmo.org

Event Only with no liquor: jstutte@brentwoodmo.org or wkelly@brentwoodmo.org