

# The Corporation Of The Township Of Stone Mills

## Event Application Form



**This Box To Be Completed By Municipal Staff**

File Number E-

**1. Date Of Event**

In accordance with Bylaw 2019-965 of The Corporation Of The Township of Stone Mills, the applicant as herein identified, applies to conduct an event for the following dates:

Date And Time Of Commencement	
Date And Time Of Ending	

**2. Applicant**

This is the person responsible for the organization and management of the event and to whom all inquiries, correspondence, notices and any other matter respecting this application will be directed.

Name	Name
Civic Address	Mailing Address
City/Town	Province
Postal Code	Email
Home Telephone	Business Telephone
Cell Telephone	Fax Telephone

**3. Event Site**

Please provide the civic address (911 number) assigned to the lands subject to the event. If no civic address has been assigned, please provide the closest civic address together with the direction and distance from that civic number to the event site.

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**4. Public Lands**

If the event is to be held on publicly owned lands, please provide a general description of the site or alternatively what the site is generally known as.

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**5. Assessment Roll Number (ARN)**

Every parcel of land in Ontario is assigned an individual number for taxation purposes by the Municipal Property Assessment Corporation (MPAC). This number can be found on your property tax bill or on any notice of assessment from MPAC and relating to the subject lands.

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**6. Local Membership**

Is the applicant a member of or associated with one or more of the following groups or organizations

Nature Of Association	Yes/No
A sports association that has a mandate to provide sports or recreational opportunities of which the majority of the membership is comprised of residents of the Township of Stone Mills	
A church or religious association where the primary place of worship is located in the Township of Stone Mills	
An association whose mandate is to provide for educational opportunities or benefits or to assist an educational facility in the provision of educational opportunities or benefits for the youth of the Township of Stone Mills	
An association whose mandate is to promote and foster public awareness or the conservation of cultural and/or heritage resources specific to the Township of Stone Mills	
An association whose mandate is to promote or otherwise provide a continuous or long term economic benefit to the Township of Stone Mills or a portion thereof	

**7. Attendance**

Please provide the best estimate of the number of persons attending at the event including participants and spectators.

Participants		Spectators		Total Attendance	
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**8. Owner (If Different From Applicant)**

If the event site is privately owned, please provide the legal owner(s) of the land as it appears on the Deed to the lands of the event site. In the event there are multiple owners, please ensure all owners are identified. Please attach a separate page if required to identify all Owners.

Name	Name
Civic Address	Mailing Address
City/Town	Province
Postal Code	Email
Home Telephone	Business Telephone
Cell Telephone	Fax Telephone

**9. Owner Approval Of Event (To Be Signed By The Owner)**

The "Owner" hereby authorizes the lands as herein described to be utilized for the event subject to this application and hereby provides that the "Applicant" to be representative of this application in all respects including the receiving of notices, correspondence, inquiries and any other matter that may be of relevance in the review of this application

.....  
Signature of Owner

.....  
Signature of Owner

**10. Legal Description**

This is the legal description of the event site as it would appear on the Deed to the lands.

Concession	Lot	Subdivision Plan	Lot / Block
Reference Plan 29R-		Part(s)	
Township of Camden East		Township of Sheffield	Village of Newburgh

**11. Nature Of The Event**

Identify in this section the nature of the event. Check all that apply.

Theatrical Including Musical		Cycling Race/Tour	
Music and Dance		Pedestrian Walk/Run	
Automobile/Motorcycle On Road Racing/Tour		Sports Game/Tournament	
Automobile/Motorcycle Off Road Racing/Tour		Liquor Licensed Event	
Boat Racing		Fair/Exhibition	
Snowmobile Race/Tour		Banquet/Dinner	

If the nature of the event is different from that listed above, please provide a brief description of the event

**12. Access**

Access To Event Site Is Provided By

Provincial Highway		Private Road Or Right Of Way	
County Road		Water Access	
Township Road			

**13. Sight Line**

The Direction And Distance From The Access To The Event Site In Each Direction Is:

Direction	Distance	Direction	Distance
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**14. Parking**

Please provide a description of the area of lands dedicated towards vehicular parking for the event

**15. Water Supply**

Identify how potable water is now or proposed to be provided on the event site during the event.

On site potable water supply	
Bottled water supply or sales	

Development of public fountains	
None proposed	

**16. Sewage Disposal**

Identify how sewage disposal is provided or proposed to be provided to the event site during the event.

On site sewage disposal system	
Portable toilets	

Development of pit privys	
None proposed	

**17. Electrical Service**

Describe any electrical services to the event site during this event whether existing or proposed.

On site permanent electrical supply	
On site temporary electrical supply	

Portable electrical generator	
No electricity proposed	

**18. Known Risks**

Please provide a brief description of any known condition, building or structure that may exist on or adjacent to the event site that could impose a risk to persons attending at the event or could potentially be the subject of some harm arising from the event. If the applicant is unsure of any known feature, please include this information and through the review process, it will be determined if such a feature will have an impact on the approval of this application.

Description	On Site	On Adjacent Lands

**19. Fireworks Display**

If the proposed event is for the purpose of a fireworks display or is intended to include a fireworks display, a separate site plan is required for the fire works display. The applicants shall indicate on the separate site plan the following information:

- Expected distances
- Launch point
- Spectator area
- Surrounding topography
- Safety equipment location
- Safety Plan and Procedures

The contact information of any other person specifically responsible for the fireworks display together with the credentials of that person for the management of the fire works display shall be included with the application.

**20. Mandatory Information**

The following is a list of information that must be included with each event application:

- a written letter of approval from the Ontario Provincial Police
- a site plan of the lands where the event is to be held
- an emergency plan
- a certificate of insurance identifying general liability insurance in the name of the applicant in an amount of not less than Two Million Dollars (\$2,000,000.) per occurrence that will be in effect for the entire duration of the event
- The permit fee

**21. Additional Information**

In addition to the mandatory information to be supplied, the following is a list of additional information that has been attached to and is intended to form part of this application.

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**22. Directions To Event Site**

Municipal Staff, as well as Staff from other levels of Government or Agencies may attend at the event site to inspect your proposal. Directions should be included from the nearest major highway. This information may be included in paragraph or sketch form or both.

Directional Sketch (If Required)

**23. Required Site Plan**

The required site plan forms part of the application and notice requirements and as such must be in a form and colour that can be readily photocopied for distribution. Measurements must be provided to illustrate the intent of the application together with the distance to any feature which could affect the use of the lands for the event and should complement the information contained within the application. Site plans that are incomplete will be returned to the applicant for completion, and inaccurate information or measurements could result in the application being deferred or denied.

All site plans shall be:

1. Provided on a separate 8.5" X 11" page(s);
2. Site plans may be provided on larger paper for presentation of the application
3. In black ink
4. Dimensions and other information should be horizontal with the page whenever possible; and
5. A north directional arrow shall always be at the top of the page.

The following information must be included on the site plan with all dimensions and areas in metric units:

1. the boundaries and dimensions of the parcel of the event site
2. the approximate distance between the event site and the nearest landmark such as a bridge or railway crossing, etc.
3. the approximate location of all natural and artificial features such as buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, that are located on the event site or on lands adjacent to the event site
4. any existing uses of the event site
5. the location and name of any roads within or abutting the event site including any unopened road allowance, a public traveled road, or private road or a right of way
6. if access to the event site will be by water only, the location of the parking and boat docking facilities to be used
7. the location and nature of any easement affecting the event site
8. a north directional arrow
9. any existing or proposed entrance
10. such other information that could be deemed to be of relevance to this application.

**24. Declaration Of Applicant**

The applicant upon signing this application is declaring that:

- That all statements contained in this application are accurate and true; and
- Authorizes representatives of the Township Of Stone Mills as well as representatives from other levels of government or any agency thereof who have been deemed to have an interest in a matter arising from this application, to enter upon the lands and to conduct any inspection necessary that may have an impact on a decision relating to this application.

.....  
Signature of Applicant

.....  
Signature of Applicant

**25. Review And Acceptance - To be completed by Municipal Staff**

The undersigned having reviewed this application hereby deems this application to be complete and accepts this application on behalf of the Township of Stone Mills.

Date	Name	Signature