



2025 Event Permit Application

Permit application for any public or private gathering or event on White Bear Lake involving more than 50 participants and/or spectators (as required by WBLCD Ordinance #14)

Application Process:

1. Complete and submit application, supporting documents, and fee at least **two (2) months** in advance of the event date.
2. The application fee is \$60. If submitting by email, please mail or drop off fee. Make check payable to WBLCD.
3. Applications will be considered at Board meetings which are held the third Tuesday of each month (except December).

Office Use Only

Date Received: _____
 Amount paid: \$ _____
 Check #: _____

Attachments/additional information received:
 ___ Organization rules governing event
 ___ Plans to prevent lake pollution
 ___ Municipality assurance of cleanup
 ___ Safety plans
 ___ Proof of insurance
 ___ Permits: county, DNR, municipality, etc.

Approval Date: _____

Fee Waived: ___ yes ___ no

Stipulations: _____

1. EVENT:

Fundraiser: Yes No
 Event Name: _____
 Purpose: _____

2. APPLICANT INFORMATION:

Sponsoring Organization Name: _____
 Contact Name and Title: _____
 Address: _____
 Phone: _____ Email: _____

Contact information of person completing form (if other than above):

Name/Title/Organization: _____
 Phone: _____ Email: _____

3. Description of lake area and/or public land where event is to be held: (Attach additional information or map, if needed; mark map as appropriate. _____

4. EVENT DESCRIPTION - includes, but is not limited to, the following:

- a) Date(s) and Time(s): _____
- b) Number of participants: _____ Number of spectators: _____
- c) Vehicle(s)/other equipment which will be used: _____
- d) Structures (if any): _____

o Attach a copy of sponsoring organization rules and regulations governing the event.

5. LAKE POLLUTION PREVENTION:

- a) Date that lake and shore areas used will be cleaned up and returned to their original condition: _____
- b) Number of satellites placed around the perimeter _____
 Time and date of placement _____
 Time and date of removal: _____
- o Attach a detailed plan providing for proper waste disposal, Eurasian Water Milfoil and Zebra Mussel inspection and control, and other precautions to prevent pollution of the lake.
- o Attach a written assurance of clean up from appropriate municipality.

6. SAFETY: Attach a detailed plan providing for people, vehicle, equipment and boat safety and/or crowd control, and rules and regulations for the event, including the following items:

- Arrangements for parking.
- Arrangements for an ambulance on the day of the event; include time and day it is available.
- Notification of Ramsey County or Washington County Sheriff's office.

7. INSURANCE: Attach proof of insurance for your planned activity.

8. Attach copies of all permits, licenses and approvals required which have been obtained from others having jurisdiction (i.e., Ramsey/Washington County Sheriff's Department, DNR, Municipal approval, shore owner's approval for crossing their land, etc.)

By making application for license, the applicant consents to permitting officers and agents of the District to enter the event area at all times to investigate the application and to determine compliance with the Ordinances of the District. Any persons violating District Ordinances can be held guilty of a misdemeanor punishable by fine or imprisonment.

Signature of Applicant: _____ **Date:** _____

Print Name: _____

Submit your application and documents by *email, mail, or in person to:
 White Bear Lake Conservation District
 4701 Highway 61 N.
 White Bear Lake, MN 55110

Email: wblcd@msn.com - *If submitting application by email, please mail or drop off permit fees to the WBLCD.

If you have any questions, please contact the WBLCD Administrator.
 Phone #: (651) 429-8520
 Email: wblcd@msn.com

Completed applications will be reviewed at both the WBLCD Lake Utilization Committee (LUC) and Board meetings on the third Tuesday of the month (except December), White Bear Lake City Hall Council Chambers. The LUC meets at 6 pm; the Board at 7 pm.

**For office hours, ordinances, and more information on the WBLCD,
 visit our webpage at www.wblcd.org.**