



2026 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 of \$60 **at least two (2) months** prior to the event date. *(Print form or complete online and save to your device.)*
2. Applications are considered at WBLCD Board meetings, held the third Tuesday of each month (except December).

Office Use Only

Date Received: _____

Amount paid: \$ _____

Check #: _____

Approval Date: _____

Fee Waived: ____ yes ____ no

Permit Conditions: _____

Attachments/additional information received:

____ Organization rules governing event

____ Pollution prevention plans

____ Assurance of cleanup

____ Safety plans

____ Proof of insurance

____ Permits: county, DNR, municipality, etc.

1. Event Information:

Fundraiser: ☐ Yes ☐ No

Event Name: _____

Purpose: _____

2. Sponsoring Organization Information:

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 Plans:

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, aquatic invasive species (AIS) inspection and control, and other precautions to prevent pollution of the lake.
- o Attach a written assurance of clean up.

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 a copy of insurance (COI) for your planned activity, naming the WBLCD as 'additional Insured' for the term of the permit.

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.)

CERTIFICATION

By applying for a permit, the applicant consents to permitting officers and agents of the District to enter the permit area at all times 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 application, documents and fee:

- by mail or in-person: White Bear Lake Conservation District, 4701 Highway 61 N., White Bear Lake, MN 55110 (Located in lower level of White Bear Lake City Hall)
- by *email: wblcd@msn.com - *If submitting application by email, mail or drop off permit fees to the WBLCD office
- Make check payable to 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 Board and Lake Utilization Committee (LUC) meetings. The LUC meets at 6 pm and the Board at 7 pm in the White Bear Lake City Hall Council Chambers.

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