



APPLICATIONS FOR FESTIVALS LASTING 4 OR MORE DAYS Site Plan and Plan of Operation Information

Festivals lasting 4 or more days must meet the festival requirements found in Ch. 261 in the Milwaukee Code of Ordinances. Please submit the following information to the Milwaukee Development Center, 809 N. Broadway, Milwaukee, WI 53202-3617 at least 30 days in advance of the proposed event. Any questions regarding your application can be directed to (414) 286-8542. All information sheets and applications can be found on the Development Center website at www.mkedcd.org/build.

Application Form

- ❑ Complete the application. [Click here for an application copy](#) or call (414) 286-8210.

Site Plans

- ❑ Name and Address of the Event
- ❑ The scale at which your site plan is drawn. (Ex. 1" = 25 feet)
- ❑ An arrow showing which direction is north.
- ❑ Show property lines and size (length and width) of the lot.
- ❑ Label how all parts of the site will be used (e.g. parking area, stage, beer tent, food prep and serving areas, portable toilets, entrance/exit, fences, seating, etc.). Provide dimensions for each of these labeled areas. Follow criteria for "Outdoor Assembly" Sec. 261-97 if applicable.
- ❑ Location and size of all proposed signs that will be erected on the premise.
- ❑ Location and size of any existing or proposed outdoor lights on the premise.
- ❑ Location, size and use of any buildings on the premise.

Tip: Check with the Property Information staff (call 286-8207) to find out if there is a copy of a survey or a site plan on file for your property. If there is one in our files, it should make creating a site plan for your event much easier.

