

CARNIVAL/CIRCUS LICENSE

A Carnival/Circus License is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to the public health, safety, and welfare.

AUTHORITY

Annapolis City Code and Charter, Chapter 7.16

SUBMITTAL REQUIREMENTS

- 1) The original application and twelve copies.
- 2) A detailed diagram of the circus/carnival

STEPS IN THE APPLICATION PROCESS

- 1) The applicant contacts the City Clerk's Office, 93 Main Street, second floor, for an application.
- 2) The applicant submits an original and twelve copies of the application at least **90 days prior to the event.**
- 3) The City Clerk's Office reviews the application for completeness. **Incomplete applications will not be processed.**
- 4) The City Clerk's Office distributes the information to the Aldermen and City Departments for evaluation.
- 5) The City Council shall conduct a public hearing with regard to a carnival or circus conducted for longer than two days, upon a written request by an alderman submitted to the mayor.
- 6) The application is forwarded to the Mayor for evaluation and approval.
- 7) The decision of the Mayor is filed with the Clerk and becomes final fifteen days thereafter.

PROCESSING TIME

Processing time of your application will vary. Please contact us to determine the status of your application.

FEES

\$50.00 non-refundable filing fee
\$75.00 license fee

ENFORCEMENT AND APPEALS

Person(s) aggrieved by the decision may appeal to the board of appeals in writing within fifteen days following the filing of the decision with the clerk.

CONTACT PERSON

Regina C. Watkins-Eldridge
Deputy City Clerk
410-263-7942