

SITE AUTHORIZATION REQUIREMENTS

THE FOLLOWING ITEMS MUST BE COMPLETED FOR EACH SITE BEFORE A SITE AUTHORIZATION WILL BE ACCEPTED AS AN ITEM FOR THE CITY COMMISSION AGENDA:

Please review that all information is complete and accurate as any errors or changes will require amending the site authorization and another \$100 processing fee will apply.

1. Site Authorization Form obtained from the State of North Dakota. Do **NOT** complete the restriction section.
2. Prepare a drawing of the floor plan of the gaming Area. The drawing must consist of the area where gaming (pulltabs, twenty-one, bingo, raffle drawing, etc.) will be conducted.
3. Complete application for Certificate of Occupancy for Charitable Gaming. (Complete part 1). Note: Do not acquire signatures as part 2 will be completed electronically.
4. Provide a list of Governing Board Members, including addresses and contact information.
5. Provide a list of game types that are included in the organizations Internal Control manual (must use City of Fargo form).
6. Payment of \$100 per site made payable to the City of Fargo.

All required documents noted above and a \$100 fee must be submitted to the Auditor's Office two (2) weeks prior to a City Commission Meeting – No Exceptions!

GAME TYPES

Name of Organization: _____

Site: _____

Game Type - Check only those Games that are listed in your Internal Control Manual

- | | | |
|-----|-------------------------------|-------|
| 1. | Bingo | _____ |
| 2. | Electronic Quick Shot Bingo | _____ |
| 3. | Raffles | _____ |
| 4. | Electronic 50/50 Raffle | _____ |
| 5. | Pull Tab Jar | _____ |
| 6. | Pull Tab Dispensing Device | _____ |
| 7. | Electronic Pull Tab Device | _____ |
| 8. | Club Special | _____ |
| 9. | Tip Board | _____ |
| 10. | Seal Board | _____ |
| 11. | Punch Board | _____ |
| 12. | Prize Board | _____ |
| 13. | Prize Board Dispensing Device | _____ |
| 14. | Sports Pool | _____ |
| 15. | Twenty-One | _____ |
| 16. | Poker | _____ |
| 17. | Calcutta | _____ |
| 18. | Paddlewheel with Tickets | _____ |
| 19. | Paddlewheel Table | _____ |

Affidavit by Responsible Party

By signing below, I hereby acknowledge under penalty of perjury that all information contained in this application is complete, true and accurate.

Signature

Date

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR CHARITABLE GAMING

Name of Organization: _____

1. Gaming area to be located in _____ portion of the building (must attach floor plan diagram), and contains approximately _____ square feet at the address of:

Name and Address of Establishment:

Date of Application _____

I agree to abide by the state laws and ordinances and regulations pertaining thereto:

Applicant Name: _____ Title: _____

Applicant Email Address: _____

Applicant Contact Phone #: _____

PART 2 TO BE COMPLETED BY THE CITY OF FARGO

The following department will considered the above request: Please allow 2 weeks to process.

Fire Department:

Police Department:

Building Inspections Department:

- **PLEASE NOTE** If there are any changes whatsoever in the gaming area or number of tables, you **MUST** notify the City Auditor's Office.

2023 City Commission Dates

January 9 and 23

February 6 and 21 (Tuesday)

March 6 and 20

April 3 and 17

May 1, 15 and 30 (Tuesday)

June 12 and 26

July 10 and 24

August 7 and 21

September 5 (Tuesday) and 18

October 2, 16 and 30

November 13 and 27

December 11 and 26 (Tuesday)

Please submit Site Authorization paperwork 2 weeks prior to City Commission Meeting for review.