

SPECIAL EVENT

Permit Application



ORGANIZATION / CONTACT INFORMATION		
APPLICANT/ORGANIZATION		
PERSON IN CHARGE	PHONE	EMAIL
ADDRESS		
SECONDARY CONTACT	PHONE	EMAIL
ADDRESS		
DAY OF EVENT EMERGENCY CONTACTS		
EMERGENCY CONTACT #1	PHONE	
EMERGENCY CONTACT #2	PHONE	

EVENT INFORMATION	
EVENT NAME	EVENT LOCATION
DESCRIPTION OF EVENT	
PROPOSED EVENT DATE(S)	EVENT HOURS OF OPERATION
SET UP DATE/TIME	DISMANTLING DATE/TIME
NUMBER OF STAFF/VOLUNTEERS	ESTIMATED NUMBER OF PARTICIPANTS

SPEICAL CONSIDERATIONS

ADDITIONAL PERMITS AND/OR LICENSES MAY BE REQUIRED

AMPLIFIED SOUND ☐ YES ☐ NO	FIRE/FIREWORKS/PYROTECHNICS ☐ YES ☐ NO
ALCOHOL ☐ YES ☐ NO	INFLATABLES/AMUSEMENT RIDES ☐ YES ☐ NO
ANIMALS ☐ YES ☐ NO	MECHANICAL RIDES ☐ YES ☐ NO
BOOTHS/COMMERICAL VENDORS ☐ YES ☐ NO	PORTABLE RESTROOMS ☐ YES ☐ NO IF SO, HOW MANY?
COOKING/FOOD SERVICE ☐ YES ☐ NO	
SIGNS ☐ YES ☐ NO	DUMPSTERS ☐ YES ☐ NO HOW MANY AND WHERE?
STAGE ☐ YES ☐ NO	

Is your event protected under the First and/or Fourteenth Amendment of the US Constitution? ☐ YES ☐ NO

OTHER SPECIAL CONDISDERATIONS

LIST OF SPECIAL SIGNS/BARRICADES/CONES REQUETED TO BE SUPPLIED BY THE CITY

SPECIAL EVENT

Submittal Checklist



The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

REQUIRED SUBMITTAL ITEMS	
1 Site Plan	☐
2 Public Relations and Advertising	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](#). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Site Plan - A site plan or aerial photograph that shows the following, but is not limited to:
 - a. Parking Areas
 - b. Tent Sites and Sizes
 - c. Stages
 - d. Bathroom Facilities
 - e. Garbage and Recycling Receptacles
 - f. Event Safety Plan
2. Public Relations and Advertising – If the event is to be publicly advertised, please provide copies of the materials, such as brochures, posters, flyers or mailings.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	