



City of Yreka  
Planning Department  
701 4th Street  
Yreka, CA 96097  
(530) 841-2386

## SPECIAL EVENT PRE-APPLICATION MEETING REQUEST

### What to Expect at the Special Event Pre-Application Meeting

The purpose of the Pre-Application Meeting is to offer applicants an initial review of preliminary special event applications by interdepartmental staff. These meetings are intended to provide a better understanding of the City's special events processes and, through early consultation, troubleshoot issues for potentially complex special events. Additional discussions after the Pre-Application Meeting may include all or a select number of staff to support progress toward submitting a complete application. All questions and comments should be directed to the Planning Department at [planning@ci.yreka.ca.us](mailto:planning@ci.yreka.ca.us).

Special Event Pre-Application Meetings are held between 9AM to 11AM Monday through Thursday. Pre-Application meetings are scheduled approximately 14 days after your pre-application submittal and generally last one hour. You will receive an email confirmation for the time and date of your Pre-Application Meeting following the submittal of your completed pre-application. The City can facilitate an in-person, hybrid, or online meeting at your request.

Special Event Pre-Application Meeting requests are currently available at no additional cost to the applicant. Special Event Pre-Application Meetings are not meant for city staff to design your event. Pre-Application meetings are not considered a public meeting and/or hearing; the City takes no formal action at these meetings and attending a meeting does not constitute a city decision on a project.

### Event Coordinator Information

Contact Name/Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Event Location Information

Event Name: \_\_\_\_\_  
Event Space Address or Location: \_\_\_\_\_  
Zoning of Surrounding Area: \_\_\_\_\_

### Meeting Format Preference

☐ In-person      ☐ Hybrid      ☐ Online

## Event description

Is the event open to the general public?    ☐ YES            ☐ NO

Will your event host vendors selling non-food products?   ☐ YES            ☐ NO

Will your event host food vendors or serve food to attendees?   ☐ YES            ☐ NO

Will your event serve alcohol?            ☐ YES            ☐ NO

Will you need City Services? (Public Works, Police, or Fire)            ☐ YES            ☐ NO

What is your anticipated attendance? \_\_\_\_\_

## Submittal Requirements

The following information is required to complete the request for a Special Events Pre-Application meeting:

- ☐ Detailed Special Event Site Plan

Include information such as existing structures, portable structures, staging areas, platforms/stages, tents/canopies, portable restrooms, etc.