

Special Events Process Overview

Event Sponsor requests and submits Application of Intent to Special Events Committee Office with payment of application fee of \$60.

90 days minimum

Special Events Committee (SEC) reviews event to determine if it meets criteria requiring a Special Events Permit

NO

Committee provides direction about other permits that may be needed. (Refer to Section 3.0 of Special Event Permit Requirements)

Event Sponsor may be contacted about requirements for City services.

YES

Event will require a Special Events Permit. Date and time may be approved by Special Events Committee.

Event Sponsor meets with Routing and Location Subcommittee to determine event conditions.

Local businesses and residents are sent a notice for public comment about the event. (14 day comment period – see Step 4, page 14)

Special Events Committee considers public feedback and may impose additional requirements.

Event Sponsor integrates requirements into event plan.

Final routing and location/event plan is reviewed by Special Events Committee for approval. Sponsor begins addressing checklist items located in Procedures Guide

Event Sponsors PAY FEES; sign and receive permit and event conditions.

Event notification mailed to affected areas (if required by SEC).

30 Days minimum

City Council informed a minimum of 15 days prior to event.