

In accordance with **Municipal Code 11.38.060** (Contents of permit application), the application for a special event permit shall include the following:

- ✓ The specific proposed location, site or route of the special event, ***including a map*** and written narrative of the location, site or route and all assembly areas, staging areas, production areas, and disbanding areas;
- ✓ The fully dimensioned site, shall clearly identify the following:
 - Vehicular and/or pedestrian access points and circulation throughout event.
 - Driveway entrance(s), exit(s), and pedestrian aisles (show curb(s), if any).
 - Loading / unloading area(s).
 - Location of on-street / off-street parking area(s).
 - Must include ADA parking and/or transportation plan.
 - Shall not overflow into surrounding residential areas.
 - Location of lighting, fencing (6' high maximum), and gates.
 - Location(s) of tents / canopies, food services, alcoholic beverage areas, restrooms / portable toilet facilities, etc.
 - Location of grandstand, inclusive of speaker locations.
 - Location of any flammable liquids.
 - Location of nearest fire hydrant (distance), fire lanes, water meters, electric boxes, telephone poles, and any utility boxes which adjoin the property and/or street.
 - Location of signage.
 - Must not be permanently place on City property.
 - Map showing check points (if applicable).
 - Map illustrating route of walk / run / race and proposed signage (if any).
 - Any street closures must be from intersection to intersection.
 - Temporary "No Parking" signs shall be placed a minimum of 72-hours prior to event setup time.

PLEASE NOTE:

1. Temporary signs and/or banners up to a maximum of 80 square feet.
 - a. No signs are permitted within 10 feet of any vehicular access or within any public right-of-way, and shall not exceed 30 inches in height above the street curb;
 - b. Pennants and A-frame signs are prohibited.
2. Helium filled balloons shall not exceed a maximum height of 50 feet above grade.
3. Cold air balloons and blimps are permitted in commercial zones only.

**SEE SAMPLES
ON
FOLLOWING PAGE**



Community Event Sample Layout 1- Civic Center Amphitheater



Community Event Sample Layout 2- Celebration Park

