



**SUBMITTAL CHECKLIST
 SPECIAL EVENT PERMIT**

Activity No. _____ **OFFICE USE**
 Reviewed By _____ Date _____

This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.

- Signed application form
- Application fee \$ _____
- Proof of ownership: Lease Deed
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- Written narrative / description of proposed event, including the following information, as applicable:
 - Description of event
 - Dates and hours of event
 - Description of sanitary facilities to be used
 - Anticipated traffic
 - Description of temporary facilities, if any
- Sketch plan illustrating the following information, as applicable:
 - Location and size of all proposed event use areas
 - Location and capacity of proposed parking areas
 - Site access
- Other permit approvals that may be applicable include:
 - Liquor License (County Clerk)
 - Special Event Permit (Road & Bridge)
 - Food Service Permit (Environmental Health)
 - Extra Duty Request (Sheriff)
- Additional information as required by Planning Director _____

OFFICE USE

Permit Approved Denied

Event Date(s) _____

Conditions of Approval _____

OR

Reasons for Denial _____

Reviewed By _____ **Date** _____