



**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** \_\_\_\_\_