

Special Events – Permit Process

1. Preliminary application submitted.
2. Preliminary application approved or rejected; notification sent by automated email.
3. If approved, the organizer receives an email to complete the full-length special event application.
4. Full application is reviewed for completeness and forwarded to special event teams for feedback and/or approval. ** Due at least 60 days prior to the proposed event as per City Ordinance Sec. 53-202(a)**
5. Special events team coordinates event meeting with organizer if needed.
6. The required Traffic Control Plan is reviewed and either approved or denied.
7. The invoice for the permit is sent to the organizer 4 weeks prior to event.
8. Special event insurance is due and reviewed 3 weeks prior to the event.
9. Payment is due two weeks prior to the event.
10. The permit is issued one week prior to the event.

