

Summary of Proposed Changes to Special Event Permit Process

	CURRENT	PROPOSED
Application	One page application for all special events	Two application options: <ul style="list-style-type: none"> • Simplified Special Event Permit Application: simple form for small events that only involve street closures • Standard Special Event Permit Application: expanded form for events that require City services or take place on public property
Application Deadline	15 days before event	Simplified Application: 15 days before event Standard Application: 60 days before event
Cancellation Deadline	None	21 days before event
Special Event Permit Application Questions	Limited to planned street closures and basic event information	Expanded to include: <ul style="list-style-type: none"> • Use of Fire Department services • Use of City utilities and trash receptacles • Use of Parks & Recreation facilities • Plans for parking • Plans for waste removal / site clean-up • Plans for food and alcohol sales and other financial transactions • Plans for advertising event • Checklist for obtaining City services
Special Event Guidelines	Brief document with contact information for City services	In-depth document with information about full range of City requirements and services
Disclaimers & Acknowledgements	Very brief disclaimer	Sets more explicit expectations for event coordinators Clarifies the City's right to refuse or shut down events that do not abide by the terms of the Special Event Permit
Notification of Neighboring Residents and Business	Required within 2 days of application	Required 30 days before event In addition to door-to-door notification, applicants to contact PACs, neighborhood associations, INC, Chamber of Commerce, DDI
Permit Review & Approval Process	DPD reviews and makes final decision to approve; other departments provide informal feedback	Formal review and advisory vote by Special Event Review Team for large, new or complex events; DPD makes final decision to approve
Advertising Restriction	None	Advertising for event cannot begin until permit application has been approved
Insurance Requirements	Insurance required for events with 500+ attendees	Insurance required for events with 2,500+ attendees