



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
PERMIT—SPECIAL EVENT

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Minor Use Planning Type Special Event

☐ Application fee \$150

☐ Proof of ownership: Deed or Assessor's Property Record Card

☐ Statement of Authority, if required

☐ Vicinity map

☐ 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

Food service, if any

☐ Location and size of all proposed event use areas☐ Location and capacity of proposed parking areas☐ Site access


☐ Liquor License (County Clerk)

☐ Special Event Permit (Road & Bridge)

☐ Food Service Permit (Environmental Health)

☐ Extra Duty Request (Sheriff)

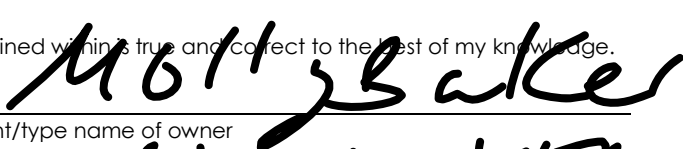
Owner Signature(s)



Owner's Signature

Owner's Signature

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.



Print/type name of owner



Print/type name of owner