

Below are Special Event timeframes under the City's special events ordinance effective July 1, 2016.

ADMINISTRATIVE APPLICATIONS

All administrative applications will be reviewed within five working days of submission.

SIMPLE PERMIT APPLICATIONS

All simple permit applications will be reviewed and deemed complete or incomplete within five working days following submission. Completed applications will be reviewed by applicable city staff. Within 10 working days following the City deeming the application complete, the application will be approved, denied, or the City will make a request for corrections or additional information. If no further documents are needed, a written decision will be provided by the Special Events Administrator. If additional documents are required prior to permit decision, the documents will be identified to the applicant for immediate submission to City staff.

If city staff makes a request for corrections or additional information, the applicant must submit the required documents or make the corrections within 10 working days. If a longer timeframe is requested, it requires approval by the Special Events Administrator. If the documents are not timely submitted, the application may be denied.

STANDARD PERMIT APPLICATIONS

All standard permit applications will be reviewed and deemed complete or incomplete within five working days following submission. Within 20 working days following the City deeming the application complete, the application will be approved, denied, or the City will make a request for corrections or additional documents. If no further documents or corrections are needed, a written decision will be provided by the Special Events Administrator. If additional documents or corrections are required prior to permit decision, the documents or corrections will be identified to the applicant for immediate submission to City staff. Documents may include insurance, barricade plan, notification input for street closures, security plan, copy of participant waiver form or other items.

If city staff makes a request for corrections or additional documents, the applicant must submit the required documents or make the corrections within 10 working days. If a longer timeframe is requested, it requires approval by the Special Events Administrator. If the documents or corrections are not timely submitted, the application may be denied.