

# Special Event Application Submittal Check List

**In order for your application packet to be accepted for review the following must be complete and provided at time of submission:**

- Completed application
  - All sections completed (if a section does not apply to your event indicate as such by using Not Applicable (N/A)).
- Detailed color map of the event
- Proper proof of insurance of event applicant (individual or sponsoring group) and an endorsement naming the city as an additional insured **due no later than 30 days prior to the event**
  - Certificate of insurance must be with coverage in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate.
  - Endorsement (CG 20 12 or CG 20 26 are acceptable)
- Payment:
  - \$80 if application submitted more than 90 days in advance of event.
  - \$105 if submitted between 89 days and 30 days prior to the event
  - \$180 if submitted less than 30 days or less prior to the event

**The following additional forms may be required at any point in the application process:**

- Stormwater Best Management Practices (BMP) Signature page
- Event Stormwater Pollution Prevention Plan (ESP3)
- Neighborhood Notification Letter
- Neighborhood Notification Signature Form
- Covid -19 Special Events Disclaimer
- Park Usage Agreement