



SPECIAL EVENT PERMIT PROCESS FLOWCHART

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How does it work?

As we process your application, we will contact you with updates and requests to facilitate the approval process. Simultaneously, we will coordinate with multiple city departments and other agencies to assess the needs of your event and to determine if the city will approve, place conditions upon, or deny the application.

How long does it take?

This process can take anywhere from several weeks to several months to complete. It is critical that you submit your application as early as possible and that the application and site plan you submit are complete and accurate.

