

**CITY OWNED
PROPERTY**

Where are you holding
your event?

**NON-CITY OWNED
PROPERTY**



30 day review

60 - 90 day review

60 - 90 day review

Are you having **249 or fewer people AND none of that → (except live entertainment)** AND having your event on a **Neighborhood Scale lot?**

Are you having **250+ people OR a street closure OR live entertainment OR mobile vendors OR alcohol sales OR an admission fee?**

Are you having **249 or fewer people AND none of that ←** AND holding your event in a **City Park or Park Shelter?**

Are you having **250+ people OR a street closure OR mobile vendors OR an admission fee?**

Are you having **249 or fewer people AND none of that ← ?**

Ex: Neighborhood Block Party (on identified lot)

Ex: Concert/Festival, Parade, Race/Run, Food Truck Rodeo

Ex: Family Reunion, Birthday Party

Ex: Farmer's Market, Festival/Concert

Ex: Backyard Barbeque, Graduation Party

**Neighborhood
Scale Special
Event Permit**

**City Scale
Special Event
Permit**

**No Special Event
Permit required**
(but park rental
may be required).

**City Scale
Special Event
Permit**

**No Special Event
Permit required**
(but behave yourself).

OUTDOOR SPECIAL EVENT PERMIT TYPE GUIDE

City Code Sec. 2-313