Submittal Checklist:

☐ Site Map – An aerial view of the project location with event boundaries clearly identified.

☐ Site Plan – A computer generated plan of the event showing all event components. Ex: Stages, bleachers, chairs, parking, vendors, etc.

☐ Detailed Project Description – Please be as detailed as possible. Include the type of event, equipment that will be used, physical site improvements, road closures, restrooms, vessel berthing, estimated attendance, daily work force, security/crowd control, etc. Please describe in detail, everything selected in the following sections.

☐ Fencing Specs – Specs are usually provided by the fencing company and must be submitted at the time of filing.

☐ Structural Specs and Engineering Calculations – Required for tents larger than 10' x 10', stages taller than 2', lighting equipment, etc.

☐ Closure Plan – Plans prepared by a traffic engineer describing the traffic and street closure plan.

☐ Hazardous/Flammable Chemical List – Including quantity and frequency used.

☐ Chemical Route Map – Route for transporting hazardous/flammable chemicals.

☐ Emergency Response – Indicate emergency access points and lanes, first aid areas, locations of ambulances, etc. throughout the venue.

☐ National Pollution Discharge Elimination System Permit or Industrial Waste Discharge Permit (if applicable)

*Additional items may be requested throughout the permitting process.