

Print**Special Event Permit - Submission #85357****Date Submitted: 8/22/2023**Page not
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Special events are defined as a fund-raising activity or event for churches and other non-profit organizations. These events shall include, but not be limited to, auctions, second-hand goods sales, bake sales, parades, car washes, etc. The following conditions shall apply:

- a. A special event permit shall be required.
- b. The duration of the special event permit shall be for a maximum of three consecutive days.
- c. A special event is permitted in any zoning district with an approved permit.
- d. Adequate parking and sanitary facilities shall be made available to the satisfaction of the community development director or designee and/or code enforcement officer.
- e. In case of a large event requiring street closures or public resources the city's street closure committee shall establish the terms and conditions for the special event at the time of approval.
- f. In the event that a permit applicant is dissatisfied with the city's street closure committees decision, the applicant may appeal the requested terms and conditions to the Planning and Zoning Commission and City Council.

Applications which require street/alley closures must be submitted 30 days prior to the event date. All other events must be submitted 10 business days prior to the event date. Incomplete applications will not be processed.

The following required documentation must be submitted at the time of permit application:

- Completed Special Events Permit application.

A site plan showing:

- All existing structures on the property as well as any structure proposed to be on site during the event, i.e.-tents, rides, concession stands, displays, stages, signs, etc.
- Parking areas including distances from the event and means of ingress and egress.
 - Type of ground cover at event area, i.e.-concrete, grass, gravel, etc.
 - If portable restrooms are to be provided, this should be indicated on the site plan. If not, a restroom will be required.
 - Proposed street closure locations (if any required).

Upload site plan:*

Fall Fest.pdf

If street closures are proposed a site plan is required.

Applications submitted without a site plan will not be accepted.



Applicant:*

Misty Stricklin

Phone:*

18172957671

Email:*

office@opendoorexperience.com

Address of Event/Property Location*

301 S. Dobson Street Open Door Church

Type of event:*☐ Fundraiser ☒ Other**If other, please explain:**

Church Fall Fest

Name of Organization:*

OpenDoor Church

Dates of Event:*

Oct 27 2023

Start Time:*

6:00 PM

End Time:*

9:00 PM

(maximum 3 consecutive days)

Parking provided:*☒ Yes ☐ No**Sanitary Facilities:***☒ Indoor ☒ Outdoor (Portable) ☐ None provided**Street closures:***☒ Yes ☐ NoPage not
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Street Name(s):

Rigney Way, S. Clark, E. Miller



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