



---

---

# APPLICATION CHECKLIST

---

## 1. APPLICATION:

---

---

- Signed and Dated by responsible event organizer (Applicant)
- Non-Refundable Application Fee is submitted with Application
- Site Map is included

## 2. SITE MAP SHOWS:

---

---

- Layout of Activities
- Location of Porta-Potties
- Location of Vendors and/or Cooking Areas
- Tents/Canopies
- Trash & Recycling Receptacles, Trash & Recycling Dumpsters
- Medical/First Aid Station
- Parking Plan
- Barricades, Traffic Cones

## 3. STREET CLOSURE

---

---

- All streets named
- Detour Plan
- Traffic Plan

## 4. ADDITIONAL DOCUMENTS YOU MAY NEED TO SUBMIT

---

---

- Street Closure Application (Police Department)
- Temporary Health License
- Business Registration Form
- Tent Application
- Band Trailer Application