

Expanded Timeline for Special Events Application Approval and Permitting Process

- A. Revision of Special Events Application: If a moving or athletic event must include draft race route
- B. Expand Process Timeline provided in the Temporary Street Closure for a Street Event Ordinance (Chapter 14-8)
 - 1. Application for arterial street closure must be submitted no less than 180 days prior to the Special Event taking place (versus 60 days)
 - 2. Director shall approve or deny application no later than 30 days after receiving application (versus 15 working days)
 - 3. Applicant whose application has been denied has 15 days to file a written appeal with the Director (versus 5 working days)
 - 4. Applicant shall submit supporting documentation (including initial Traffic Control Plan) no later than 120 days if application approved or 90 days if application appeal is granted (versus 45 days)

Expanded Timeline:

180 Days Out – Special Events Application submitted

150 Days Out – Director/City staff approve or deny application

➤ If application APPROVED,

120 Days Out – Applicant submits Traffic Control Plan and other required documentation

90 Days Out – Director/City staff review and provide revisions to Traffic Control Plan
(If City is contracted for engineering services, Traffic Control Plan is finalized)

60 Days Out – Applicant submits updated Traffic Control Plan to Director to be finalized
Notifications sent to affected parties

30 Days Out – If City has not received the amount of objections required by Ordinance to prevent event from occurring, permits may be issued

10 Days Out – Applicant pays for permit fees

➤ If application DENIED,

135 Days Out – Applicant files a written appeal with Director

105 Days Out – City Council acts on appeal, if no action taken appeal is denied

➤ If appeal ACCEPTED,

90 Days Out – Applicant submits Traffic Control Plan and other required documentation

60 Days Out – Director/City staff review and provide revisions to Traffic Control Plan
Notifications sent to affected parties

(If City is contracted for engineering services, Traffic Control Plan finalized)

45 Days Out – Applicant submits updated Traffic Control Plan to Director to be finalized

30 Days Out – If City has not received the amount of objections required by Ordinance to prevent event from occurring, permits may be issued

10 Days Out – Applicant pays for permit fees