



## Special Event Application Terms & Conditions

### Filing Requirements at time of application:

- 1. Documentation that the owner(s) of any property on which the event is to be held, or the owner's authorized agent, has provided permission for the event.
- 2. If the event is sponsored by a non-profit entity and/or is to benefit a non-profit, provide evidence of its non-profit status.
- 3. A drawing of the event site on a plot plan (to scale), showing the location of any furniture, tents, awnings, canopies, buildings, structures, inflatable structures, play equipment, large machines, or other equipment and the size/dimensions of such structures.
- 4. Location and type of electrical connections to be used, if any (electrical permit may be required).
- 5. Type of heating, if any.
- 6. Will the event have any open flames or fireworks, if so, please explain (fire permit required).
- 7. Is alcohol to be provided or allowed anywhere on site?
- 8. Number of persons helping out on the day of the event.
- 9. Manner in which the event will be announced to potential attendees, for example, by flyers, personal invitations, internet, newsletters, newspaper, radio, community announcements, signs or other means. Provide a copy of any planned or published announcements / advertising.
- 10. What registration, admission, parking or other fees will be required for event participants and, if so, the type and amount of each fee.
- 11. Proof of applicant's insurance, or ability to provide, if required.
- 12. Plan for staffing the event and all its activities on the day(s) of the event.
- 13. Is a noise variance part of this application (contact the Police Department to apply for variance, no fee.)?
- 14. Plan for security for any larger event (unless deemed unnecessary by the Police Department).
- 15. Proposed location and number of any sanitary facilities to be available, whether fixed or portable.
- 16. Identify and describe potential impact of proposed event on bus services and on any City facilities and services.
- 17. Traffic control plan for any larger special event and for any event using, closing, or otherwise affecting a public right of way. Show on a vicinity map.
- 18. Parking management plan for larger special events.
- 19. Plans for garbage management and recycling.
- 20. Any proposed special event signage; size, text, number and locations (mark on a vicinity drawing).
- 21. Any other information requested by the Department related to the event and the provisions of Ordinance #2571.



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# PERMIT CONTACT INFORMATION

<b>FOR STAFF USE ONLY</b>
<b>Permit(s) Number(s):</b> _____
<b>PROCESSED BY:</b> _____ (Initials) <b>DATE:</b> ____/____/____

**Project Name/Name of Business (If Applicable)** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_ **Suite No.** \_\_\_\_\_

**Parcel Number(s)** \_\_\_\_\_

<b>Applicant</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Property Owner</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail	_____		

<b>Contractor</b> _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		
State License #	Expires	City Business License #	Expires	_____

<b>Contact Person:</b> _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

<b>Design Professional:</b> _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone	E-Mail:	_____		

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_