

Special Event Site Plan Checklist

Please see the attached sample site plan.

- If your event is a parade, please submit your approved staging plan/permission slip with your site plan.
- Please map out the streets and cross streets that will be affected by the event.
- Indicate where all fencing and barricades will be located.
- Show the location of all lighting, sound systems, speakers and signage indicating the location of all required power sources (electrical or generators).
- Show the location of any stages, seating, or bleachers indicating the location of all required power sources (electrical or generators).
- Show the location of all tables, tents and canopies along with their sizes. Please indicate if these will be occupied by any vendors and the type of vending they will be performing. If a power source is required for any of these areas please indicate the location and type of these power sources (electrical or generators).
- Show the location of all trash receptacles and toilet facilities.
- If you will have portable amusement park rides or inflatable rides please indicate the location of each. If a power source is required please indicate the location and type of power source required (electrical or generators).
- Please indicate the location and number of parking spaces that will be available for the event.
- Please indicate any areas that will be off limits to public access.
- Please indicate any plans to provide potable water and the location of such.
- If your event involves alcohol, please indicate where the beverages will be sold/distributed and any additional restricted areas. In addition to this being indicated on your site plan a detailed security plan will also be required for events involving alcohol.
- Please complete the attached vendor listing and submit it with your site plan.