



Special Event Process Flowchart

STEP A: INITIAL CONTACT

APPLICANT SUBMITS EVENT NOTIFICATION FORM

STEP B: EVENT NOTIFICATION FORM RECEIVED AND INITIALLY REVIEWED

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| <p>Colette Ramirez Community Events Manager (541) 682-6347</p> | <ul style="list-style-type: none">• Reviews Event Notification Form• Sends email confirmation to applicant (3-5 business days)• Sends application to staff to determine necessary permits |
| <p>Jaime McEvoy, Engineering Permit Technician (541) 682-5316</p> | |
| <p>Shawn Marsh EPD Sergeant (541) 682-5633</p> | |

STEP C: PERMIT STAFF REVIEW (time)

Determine necessary permits:

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| <p>Public Works Jaime McEvoy</p> <p>Block Party Permit ROW Permit</p> | <p>Police Shawn Marsh</p> <p>Security Traffic Control Road Race/Parade Permit</p> | <p>Fire Amy Linder</p> <p>Fire Safety Permit</p> | <p>Parks & Recreation Kevin Foerstler</p> <p>Commercial/ Standard/ Special Use Permit For Park Use/ Rental, contact Individual facility</p> | <p>Stage Construction Charlotte Curtis</p> <p>Construction Permit</p> |
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STEP D: PERMITS AND ADDITIONAL REQUIREMENTS DETERMINED

- Applicant is notified with pending items and permits to be completed.
- Applicant must complete conditional items and obtain permits; otherwise, event is not approved.

- Applicant provides:
- Proof of \$2 million General Liability Policy Insurance
 - ADA Plan
 - Site Plan/Route Map
 - Environmental Impact Plan
 - Traffic Control Plan
 - Emergency/Medical Plan
 - Parking Plan
 - Affected Party/Public Notification

STEP E: FINAL APPROVAL (Up to 60 days)

- Once all permits and requirements have been completed, Special Event is approved.
- If determined that event does not meet approval requirements, applicant will be notified of denial of event.