



# CITY OF SNOHOMISH

*Founded 1859, Incorporated 1890*

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

The City of Snohomish may require a Special Event Permit if an activity has significant impact on public safety or in the use of public services. The following questions will help staff to determine if a permit is required. Please answer these questions as accurately as possible at this time. If it is determined that the event has significant impacts on City residents, services, or if significant street closures are involved, a meeting with City staff will be arranged for further discussion of the event. An event checklist will be provided for your review.

1.	Event Name:		
2.	Sponsor:		
3.	Contact Name:		
4.	Telephone:		
5.	Email:		
6.	Address:		
7.	Date of Event:		
8.	Location of Event:		
9.	Days of Event:		
10.	Times of Event:		
	Describe Event:		
11.	Approximately how participants/spectators are anticipated?		
<b>Please circle the appropriate answer.</b>			
12.	Will there be street closures?	Yes	No
13.	Will other streets be affected?	Yes	No
14.	Will street barricades, barriers, or safety fences be used?	Yes	No
15.	Will vendors be operating booths or tables?	Yes	No
16.	Will public address systems, amplifiers, or microphones be used?	Yes	No
17.	Will access to adjacent properties be affected?	Yes	No
18.	Will extension cords or temporary power sources be needed?	Yes	No
19.	Will food vendors be involved?	Yes	No
20.	Will stages, booths, or platforms be constructed or installed?	Yes	No
21.	Will cooking facilities use portable fuel tanks?	Yes	No
22.	Will there be adequate restroom facilities?	Yes	No

# SPECIAL EVENT PERMIT APPLICATION

**Definition:** A Special Event is any activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but is not limited to: fairs, festivals, carnivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming.

**Permit Application:** An application for a Special Event Permit must be made in writing on this form and must be submitted sixty (60) days prior to the event. Exceptions to this requirement may be approved by the City Manager.

**Please fill out the following application and return it to the Economic Development Manager. If you have any questions, please contact the Economic Development Manager at (360) 282-3197.**

1. Name of event: \_\_\_\_\_
2. Date(s) of event: \_\_\_\_\_
3. Name of Sponsor: \_\_\_\_\_
4. Two contact persons:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Does your organization have a planning committee? \_\_\_\_\_
6. Where and how often does the planning committee meet? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What street closures are planned? *(Please mark on event footprint map on back page)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on the street closures and traffic restrictions identified by the Sponsor, the City will prepare an appropriate traffic control plan. The Sponsor is responsible for setting up and **monitoring** the barricades and signage. Barricades must be monitored throughout event.

8. Will barricades, barriers or safety fences be used? If yes, the City will provide a barricade plan and sample No Parking template that the Sponsor shall implement.

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9. Will you be renting barricades from the City? If yes, a contract with the City is required. Arrangements to rent barricades from the City shall be made at least seven days in advance of the event. Contact Public Works Operations at (360) 568-3229 to make arrangements. If an alternative source will be used, please provide the name of the purveyor.

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10. What arrangements have been made to provide for additional garbage and recycling service? What arrangements have been made to reduce, recycle, and reuse solid waste? Please contact Allied Waste if service is required.

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11. Will other City services be requested? (please provide detail, if possible)

- a. Police: Crowd control, traffic control, foot patrol, bike patrol, other (specify): \_\_\_\_\_
- b. Street Sweeping: \_\_\_\_\_
- c. Special Inspections: \_\_\_\_\_
- Platforms? \_\_\_\_\_
- Stages? \_\_\_\_\_
- Cooking facilities? \_\_\_\_\_
- d. Power Pole connection(s)? \_\_\_\_\_
- e. City water/sewer? \_\_\_\_\_
- f. Parks Dept. staff? (required unless custodial services provided by sponsor) \_\_\_\_\_
- g. Other: \_\_\_\_\_

12. What arrangements have been made to provide adequate restroom facilities?

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13. If so, where will these facilities be located? \_\_\_\_\_  
\_\_\_\_\_

14. If necessary, have you applied for a Washington State Labor & Industries electrical permit?  
\_\_\_\_\_

15. What arrangements are proposed for parking? \_\_\_\_\_  
\_\_\_\_\_

ADA Accessible parking? \_\_\_\_\_

16. A copy of the Fire & Life Safety Requirements from Snohomish County Fire District #4 will be provided with the approval of any special event. These requirements deal with fire protection appliances, regulations for flammable materials and other issues related to public safety. Failure to comply could result in the cancellation of the event.

17. Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses or residents? Please see Chapter 8.10 SMC.  
\_\_\_\_\_  
\_\_\_\_\_

18. What provisions are proposed for noise and crowd control? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. What methods do you propose for notifying adjacent properties or trail users? When will notification occur? Please describe type(s) and date(s) of notification below.

- a. Mail: (mailing date) \_\_\_\_\_
- b. Newspaper: (publication date) \_\_\_\_\_
- c. Door to door: (date) \_\_\_\_\_
- d. Telephone: (date) \_\_\_\_\_
- e. Trail Signs: (date) \_\_\_\_\_

20. Will signs be used to advertise the event? Please describe the type and location of signage? \_\_\_\_\_  
\_\_\_\_\_

21. **INSURANCE REQUIREMENTS:** A Certificate of Insurance **and Policy Endorsement** naming the City as Additional Insured in the minimum amount of \$2,000,000 per occurrence is required. This certificate **and the policy endorsement** must be submitted and be acceptable to the

City prior to receiving the Special Event Permit.  
22. Additional comments? \_\_\_\_\_

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**HOLD HARMLESS STIPULATION:** Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part, by any act or omission of Permittee, its officers, agents, employees, customers, or licensees, or arising from or out of Permittee's failure to comply with any provision of this Permit, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto.

The parties mutually agreed upon this waiver. This indemnity provision shall not apply in the event any acts or omissions of the City were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents or employees, and the Permittee, its officers, agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Permittee, its officers, agents, and employees.

**Signature of authorized representative of event sponsor:**

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**Print Name/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

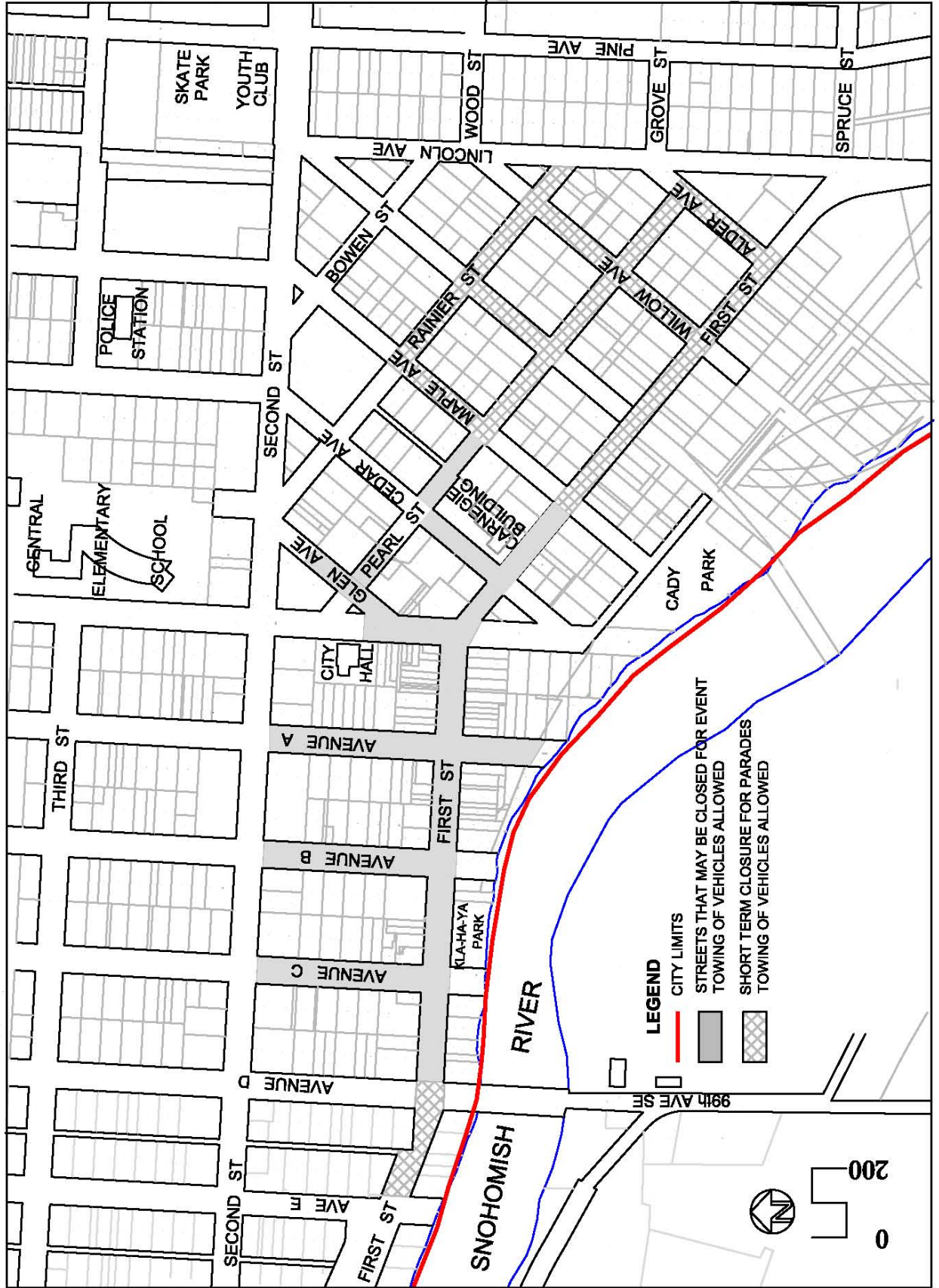
**City/State/Zip:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Are you over 18 years of age?** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please attach a map, if other than approved Special Event Footprint map included, that shows the area in which the event will take place. Show on the map the streets that will be closed; the location, type, and number of barricades; where police services will be necessary; where garbage/recycling receptacles will be placed; location of approved temporary discharge of sewage to the city sewer system; location and type of grease trap and sewage piping configuration; location of approved temporary connection to city water; location and type of backflow prevention assembly and water piping configuration; where restroom facilities will be provided, and indicate other streets that may be affected by the event.

# CURRENT SPECIAL EVENTS FOOTPRINT FOR HISTORIC DISTRICT



- Please identify the locations of all facilities that may block local and emergency access during event hours.
- 26-foot wide emergency access clear width must be maintained along the centerline of Avenue A from First Street to Second Street and along the centerline of First Street from Cedar Avenue to Union Avenue.