



Special Events Permit Pre-Application

A pre-application meeting is required prior to submitting the special event application. The City's Code of Ordinances may be viewed online through Municode at: https://library.municode.com/ga/chamblee/codes/code_of_ordinances. Information regarding the special event permit may be found in Chapter 78, Article II of the code.

Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Submit the Pre-Application Instruction Form** to the Community Relations Manager in person or via email to blindsay@chambleega.gov. The pre-application will be reviewed within (2) two business days (Monday- Friday excluding holidays). Once the plans are reviewed, the City will notify the applicant to schedule a meeting.
- C. **Attend a Pre-Application meeting** with the Community Relations Manager and/or any other pertinent City staff. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of any concept plans to this meeting if available. A copy of the full application will be provided at this meeting.
- D. **Complete the full Special Events Permit Application**
- E. **Submit a signed copy of the Pre-Application Form** with the formal application and application fee of \$50 no later than 60 days prior to the event, but not before 120 days before the event. All fees are required to be paid prior permit issuance.

Do you need a Special Event Permit?

1. Does the event affect the ordinary use of parks, public streets, rights-of-way, or sidewalks? Yes No
2. Will the event disrupt the flow of traffic on public streets or sidewalks or require the use of police to direct parking, provide security or any other function? Yes No
3. Will alcohol service or sales be included where it is not normally permitted? Yes No
4. Will the event erect a stage, tent (larger than 10x10) or bleachers? Yes No
5. Will this be ticketed event? Yes No
6. Are you asking for any kind of sponsorship from the City? Yes No

If you answered 'yes' to any of these questions, a Special Event Permit is required. If there is any question to whether or not a special event is required, please continue to submit a pre-application information form to ensure the event is in compliance with all City ordinances. **Please note: it is the producer's responsibility to ensure compliance with City ordinances. Additional fees or fines may be applied if the event does not go through the proper permitting process.**



APPLICANT

Name

Organization

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

DESCRIPTION OF SPECIAL EVENT

Address of Project

Name of Event

Type of Event

Date of Event

Projected # of Attendees

Detailed Description of Event

Applicant Signature

Date: _____

NOTE: This form must be signed by the City of Chamblee staff reviewer and submitted with your application.

<i>For Internal Use Only:</i>	
Pre-Application Meeting Date: _____	
Staff Printed Name: _____	Signed: _____