

Submit a **Letter of Intent**, on letterhead if applicable, detailing the event itself and how it will affect the public right of way. Detail notable features, including an estimated crowd size and list all other individuals that have planning or management authority:

Attached Yes_____

The undersigned is submitting this request on behalf of the above listed organization or group and certifies that they have read and understand **City ordinance 4-31**. The undersigned further acknowledges that they are responsible for the administration of this event.

Applicant (Print)_____

Applicant (Sign)_____

Applicant - do not write below this point

Date Received_____

Received by_____

This package has been forwarded to, and received approval from, the following City agencies:

City Clerk	Yes____	Date_____	Name_____
Fire	Yes____	Date_____	Name_____
Public Works	Yes____	Date_____	Name_____
Parking Utility	Yes____	Date_____	Name_____
Parks and Recreation	Yes____	Date_____	Name_____
Zoning	Yes____	Date_____	Name_____
Municipal Services	Yes____	Date_____	Name_____
Health	Yes____	Date_____	Name_____
Police; Alcohol Beverage Control	Yes____	Date_____	Name_____
Police; Intelligence/Investiative	Yes____	Date_____	Name_____
Law	Yes____	Date_____	Name_____

See attached evaluation for full event details and requirements

Date Permit Issued_____ Time_____ Call number _____ - _____

Evaluated by (Print/Sign) _____ Approved by_____