

Special Event Permit Flowchart



STEP A: Initial Contact

Special Event Applicant

Matt Milde • Sends Application
 Community Services • Answers Questions
 (650) 330-2223 • Provides Process Overview

STEP B: Application Received (3 days)

Initial Screening Process— Matt Milde (CSD)

- Reviews Application
- Sends email confirmation (48 hours)
- Make and send copies to Internal Staff

STEP C: Staff Internal Review (10 Days)

Completion of Special Event Application Routing Review Form

Sgt. Matt Ortega
(Police)

Dave Mooney
(PW - Maint)

Whitney Loy
(PW-Eng.)

Kyle Perata
(Planning)

Matt Milde
(CSD)

Bob Blach
(Fire)

STEP D: Meeting with Applicant (10 days)

More Information Needed

Detailed Review of Application

- Matt Milde confirms meeting time with applicant
- Team meets with applicant to review details
- Conditions of Approval or Denial is determined by team
- Matt Milde sends Letter of Denial or Conditional Approval (within 4 weeks of receiving application)

Conditionally Approved

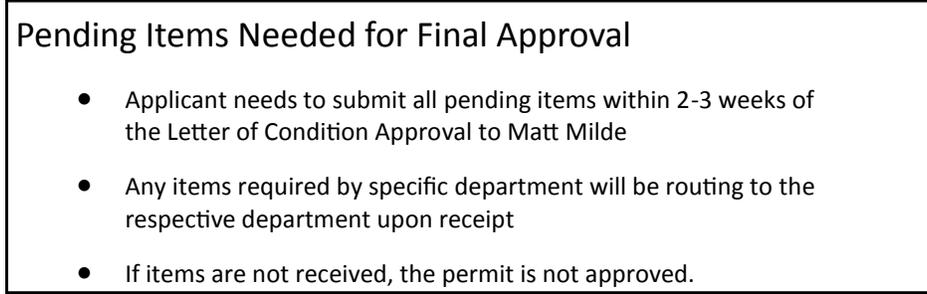
Incomplete Application

Not Approved:

Return Routing Form to Matt

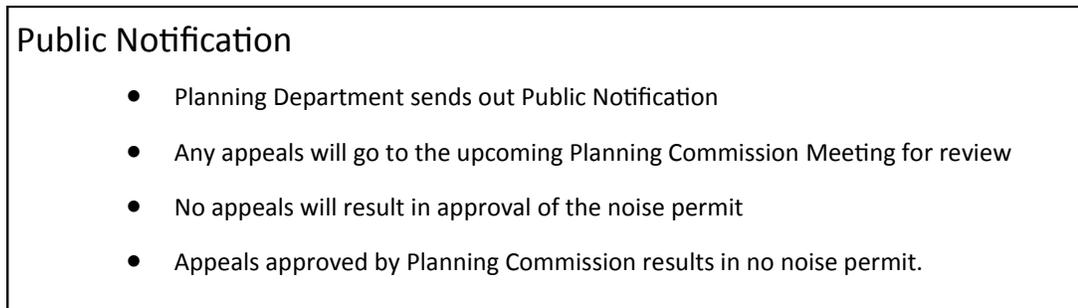
Not Approved:

STEP E: Conditional Approval Items (2-3 weeks)

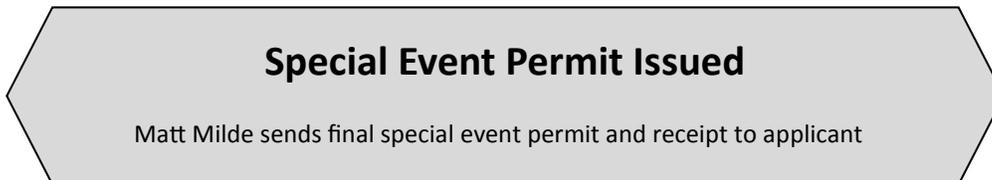


STEP F: Public Notification Process (Up to 60 days)

(Noise Permits Only)



STEP G: Final Approval (Up to 60 days)



STEP A

Not Approved