



CITY OF GROVER BEACH

SPECIAL EVENT PERMIT FLOW CHART GBMC ARTICLE III, Chapter 11 Sections 3974-3984

Applicant initiates event by contacting the City 90 days to 1 year prior to event.
(9-12 months prior is preferred for most events)

ANNUAL EVENT

STAFF INITIATES

- Review of previous after-action items
- Advise of any changed requirements
- Checklist of outstanding documentation
- Schedule of timeline for applicant

FIRST TIME EVENT

STAFF EXPLAINS

- Municipal Code requirements
- Special events process & timeline
- Available reference materials
- Referrals to other involved agencies
- Cost estimates

EVENT APPLICANT RESPONSIBLE FOR:

- Parks & Recreation Facilities Application
- Insurance
- Site Plan/Route Map
- Traffic Control/Signage
- Parking Plans
- Neighborhood & Business Notifications
- FCFA Inspections &/or Permits
- Medical Plan
- Business Tax Certificates
- Supervision Plan
- ABC Permit
- SLO County Health Permits
- Other requirements as needed

Submit completed application with fee(s) to City

Staff reviews & provides feedback to Applicant within 30 days

Re-submittal with supplemental documentation

Finalize process with staff

APPROVAL

EVENT DATE

After-action follow up letter

DENIAL/REVOKE

Minimum 30 days' notice

CITY COUNCIL

Appeal Process (only applicable if the original application was received by the City 90 days prior to the 1st date of the proposed event, or 60 days prior to the event with special circumstances)