



Special Event Permit Checklist

Our Community Development Department has created this checklist to make applying for the Special Permit process as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at ksagers@springdale.utah.gov or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

Application Process

Application for a special event permit is made online through the Town's permit application portal. You can access the special event permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

Point of Contact Information

This is the applicant's information, including first and last name, telephone number, mailing address, and contact email.

On-site Event Manager

Provide the name, cell phone number, contact email, and mailing information of the on-site event manager who will be responsible for ensuring the event complies with all applicable standards.

Site Information

Location of proposed event (street address)

Zone (if unsure, review the [GIS Map](#) or call the office) Parcel Number

Cover Letter

Narrative describing the proposed special event

Event Information

Number of participants (including guests, hosts, service staff, event promoters, vendors, performers, etc.)

Briefly describe the proposed use

Site Plan (to scale, detailed schematic/map)

Property and location of event facilities and temporary structures

UDOT Approval, if utilizing the SR-9 right-of-way**Sanitary facilities plan****Trash and Recycling plan****Letter of authorization from the property owner where the event will take place****Insurance certificate listing the Town of Springdale as an additional insured under a commercial general liability policy**