



Free Speech Event Checklist

Our Community Development Department has created this checklist to make the application process for a Free Speech Event Permit 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 free speech event permit is made online through the Town's permit application portal. You can access the free speech 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, and contact email. The contact email listed will be the email we will use to communicate with.

Event Information

Cover Letter, including:

Event Name

Brief description of the event

Location(s) the event will take place

Date of the event

Times the event will start and end

Name and cell phone number of an on-site event manager who will be responsible for ensuring the event complies with all applicable standards and ordinances and who will be onsite at all times during the event.

UDOT Approval (if applicable)

If using the SR-9 right-of-way, upload the UDOT approval

Large Outdoor Event Permit (if applicable)

If the event includes a parade or march that will obstruct the free flow of traffic on any dedicated right-of-way