

SPECIAL USE PERMIT

Step by Step



SUBMIT APPLICATION

Submit your application, along with a map or diagram, 60 days before your event.

REVIEW

Application will be sent and reviewed by our Permit Staff.

IF APPROVED

Permittee submits all documents (*), such as insurance and a one-day business license, are submitted. The Town issues invoice.

PERMIT

Once the invoice is paid and all requirements are met, the permit will be issued.

AFTER EVENT

If approved, refundable damage deposit will be mailed.



*If your event includes other jurisdictions, a permit from those agencies is required before we can release our permit.
(Examples of events: Recreational classes, marathon, weddings, groups larger than park capacity limits)