

# SPECIAL EVENT CHECKLIST

Mukilteo Recreation and Community  
304 Lincoln Ave, Mukilteo, WA 98275



A special event permit is required for any event that causes the closure or limits the use of public streets, sidewalks, parking areas, or parks.

**How to submit.** Submit all documents at one time via the [City of Mukilteo Online Permit Portal](#).

**When to submit.** New events require a 180-day review time. Returning events require a 90-day review time.

## **Submittal requirements for all special events at application:**

1.  **Special Event Acknowledgement.**
2.  **Detailed Event Narrative.** Narrative must include:
  - Schedule of the event
  - Description of event logistics and setup
  - Comprehensive list of activities included in the event
  - Types of food and how it will be prepared/managed
  - Plans for security/crowd control
  - Provisions for first aid/medical assistance and water/beach safety
  - Plans for portable toilets, garbage, sanitation, and clean-up
3.  **Site plan.** Clear and legible aerial view site plan showing the full public area to be used, together with surrounding streets, as well as the location and number of equipment being placed (tents, portable restrooms, etc.).
4.  **\$100 application fee.** This can be paid online with your application. Additional fees may apply based on the size and scope of the event.
5.  **Parking Plan.** Written plan for handling event parking.
6.  **Traffic Control Plan.** If your event is using the right-of-way, provide a detailed map showing the placement of signage, traffic monitors, and public safety officers. Show emergency access routes.

## **Due 30 Days before the event:**

7.  **Proof of Insurance (see requirements on the application)**
8.  **Public Notice.** Provide copy of mailer that will be used to inform neighborhood residents, businesses, transit providers and other affected agencies about the event and impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. Mailer must be sent at least 30 days before event.
9.  **Documentation of Equipment Rentals.** Provide work orders or invoices showing all traffic control devices, portable toilet, and garbage receptacle/removal arrangements.
10.  **Banquet Permit or Special Occasion License.** If alcohol will be served, a copy of the [approved permit or license](#) must be provided at least 30 days before event. This option is only available with a city sponsored or co-sponsored event. Contact Rosehill for more details.