

C. Application Deadlines

Give yourself plenty of time to prepare and submit your application.

Special Event Permit Applications are due in accordance with the dates indicated in the below Deadline Schedule table by permit type. All days are based on City **business** days of operation and exclude weekends and holidays. **Deadlines are calculated from the requested start date of your event.**

Application Due Date is the last possible date for submitting a Special Event Permit Application. However, we welcome and encourage applications submitted before this date. These dates consider each permit type's review time and logistic coordination.

Late Application Cut-Off indicates when the City of Salina will no longer accept a Special Event Permit Application. Applications received after the final cut-off date will not be considered for permitting. There are no exceptions to the Late Application Cut-Off deadlines.

Late Applications are any applications submitted after the Application Due Date but before the Late Application Cut-Off. Late fees apply to all Late Applications (see additional information on fees below). **The City of Salina may not be able to permit some or all aspects of your event if your application is submitted after the respective Application Due Date.** Additionally, the City of Salina reserves the right to remove your event and/or space registration from the event calendar if your application submission does not meet the outlined deadlines.

Application Completeness & Decision Issuance:

Applicants will receive notification once the City of Salina has received your Special Event Permit Application and confirmed completeness. This process typically takes one (1) business day.

Once the application is deemed complete, City staff will review the application details and issue a decision or letter of correction within the timeframe outlined in the above application deadline schedule.

The City of Salina will not accept incomplete applications. Therefore, if your initial application is deemed incomplete, you will be required to address the unfinished portions and/or missing information and resubmit. Please note that the timeframe for decision issuance does not start until your application is confirmed complete.

Application Technical Meeting:

The City of Salina reserves the right to require an application technical meeting with the event applicant(s) and/or organizer(s) for **any and all Advanced Special Event Permits** to confirm event details.

Deadline Schedule					
Permit Type	Requirements	Application Due Date	Late Application Cut-Off	Application Completeness Confirmation	Timeframe for Decision Issuance or Letter of Correction
Basic Permit	No City services required	10 days	5 days	1 day	1 day
Advanced Permit, Level 1	City services required	45 days	30 days	1 day	10 days
Advanced Permit, Level 2	City services required	60 days	45 days	1 day	30 days
Advanced Permit, Level 3	City services and/or road closure required (excluding races or parades)	60 days	45 days	1 day	30 days
Advanced Permit, Level 4 (all predetermined race and parade packages)	Race - Type A: includes the Bill Burke, Jerry Ivey, and Soccer Complex Run Routes	60 days	45 days	1 day	30 days
	Race - Type B: includes the Lakewood and Oakdale & Kenwood Parks Run Routes	60 days	45 days	1 day	30 days
	Race - Type C: includes the Marathon Run Route	60 days	45 days	1 day	30 days
	Parade - Type A: includes the School Parade Route 1 (Sacred Heart Catholic Jr/Sr High School) and School Parade Route 2 (Salina Central & South High Schools)	60 days	45 days	1 day	30 days
	Parade - Type B: includes the Downtown Parade Route 1 (Elm Street to Prescott Avenue) and Downtown Parade Route 2 (Elm Street to South Street)	60 days	45 days	1 day	30 days
Advanced Permit, Level 5	Type A: High attendance, single-location event	120 days	90 days	1 day	60 days
	Type B: Custom race/parade route or high attendance, multi-location customized event	120 days	90 days	1 day	60 days

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding application deadlines.