

S. Permit Types

The following permit types help to coordinate the required level of City services (including but not limited to the provision of water, electricity, public restroom access, public safety, traffic safety, and waste/trash disposal) and to expedite the process for you, when appropriate. The information you provide in the Special Event Permit Application will automatically identify the appropriate and corresponding level of Special Event Permit.

Special events that do not require the provision of City services over and above services routinely provided are considered **low impact** and are eligible for a **Basic** Special Event Permit. Special events that require the provision of City services that exceed the level provided under ordinary, day-to-day circumstances and/or have a large number of attendees are considered **high impact** and require an **Advanced** Special Event Permit. There are five (5) levels of Advanced Special Event Permits.

Basic and Advanced-Level 1 Special Event Permits are eligible for administrative approval. Advanced-Level 2, 3, 4, & 5 Special Event Permits require City Manager approval.

The City of Salina welcomes races and parades. The City has designed several race and parade packages with predetermined popular and/or most common routes in the Arts, Commerce, and Entertainment (ACE) District and our City of Salina parks. We encourage race and parade organizers to select one of the predetermined packages as they have known logistics, traffic management needs, time requirements, and associated costs. All races and parades are considered **high impact** and require an **Advanced-Level 4** Special Event Permit.

Permit Type	Requirements	# of Attendees
Basic Permit	No City services required	N/A
Advanced Permit, Level 1	City services required	0-250
Advanced Permit, Level 2	City services required	251-500
Advanced Permit, Level 3	City services and/or road closure required (excluding races or parades)	501-1000
Advanced Permit, Level 4 (all predetermined race and parade packages)	Race-Type A: includes the Bill Burke, Jerry Ivey, and Soccer Complex Run Routes	N/A
	Race-Type B: includes the Lakewood and Oakdale & Kenwood Parks Run Routes	N/A
	Race-Type C: includes the Marathon Run Route	N/A

	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)	N/A
	Parade-Type B: includes the Downtown Parade Route 1 (Elm Street to Prescott Avenue) and Downtown Parade Route 2 (Elm Street to South Street)	N/A
Advanced Permit, Level 5	Type A: High Attendance, single-location event	1,001+
	Type B: Custom race/parade route or high impact, specially customized event	1,001+

NOTE: 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.

Please contact the Department of Community & Development Services at (785) 309-5715 for more information regarding permit types.