

X. Site Plan

You are required to submit an event site plan and timeline as part of your Special Event Permit Application. Your site plan can be hand-drawn, or it can be a digital image. Your site plan is very important and is one of the critical documents needed to understand your event. Depending on the size and complexity of your event, one or more maps may be needed to best explain your event in detail. Taking the time to do a detailed and thoughtful site plan will improve your chance of approval and expedite your overall permit review time. Your site plan should show any of the applicable items listed below:

- Alcoholic and non-alcoholic beverage service areas (*NOTE: alcohol is allowed by event location and pursuant to state and local regulations*)
- Barricades and street closures
- Boundaries denoting the area being used for the event
- Entertainment areas (e.g., bounce houses, dunk tanks, carnival games, etc.)
- Entrances / exits
- Equipment (e.g., generators, fans, heaters, etc.)
- Fencing or other enclosures (*NOTE: needs preapproval by Parks & Recreation and Kansas811 to locate underground utilities before digging*)
- Fire lane(s)
- First aid
- Food trucks/trailers/carts or other food service areas
- Handicap access
- Parking
- Portable restrooms
- Security locations
- Seating and/or tables
- Signage
- Site Triangle (*NOTE: you should not have anything taller than thirty-six (36) inches within fifteen (15) feet from any public street, private road, or driveway unless approved by staff*)
- Stages
- Tents (*NOTE: installation specifications and inspection requirements, see Section Z for more details*)
- Vendor booths (food and non-food)
- Waste and recycling receptacles
- Wedding elements (e.g., arch, arbor, altar, etc.)

If your event is a race or parade, please add your event details to one of the standardized race or parade route maps (see Section T of the Guidelines). Custom race or parade routes will need to submit a draft route map; finalization of a route will be worked through with staff during the application review process.

You must also provide a timeline of your set-up and tear-down, including delivery and retrieval times. The City of Salina may conduct a final inspection of your event, race, or parade route on the day of your event before the designated start time.

To help illustrate what a complete site plan could look like, several examples have been provided below. **Do NOT turn in any of these examples as your site plan.** Your site plan will need to reflect your event's specific details.

- Wedding at Jerry Ivy Park
- Race at Oakdale Park
- Festival on a Closed Downtown Street
- Concert at City Lights Stage

The City of Salina has also developed several generic site maps for the below locations. Depending on the size and scale of your event, these maps may work as a base map for your site plan.

- Berkley Family Recreation Area
- Indian Rock Park
- Jerry Ivy Park
- Lakewood Park
- Oakdale Park
- Sunset Park
- Thomas Park

Any changes to your site plan or event route map from your original application must be provided to the City of Salina prior to issuing your Special Event Permit or approving any final inspections. Failure to submit changes may result in your permit being terminated.

Marking your site for your event:

Please see Section D of the Guidelines for additional information regarding using banners, temporary signs, and marking your event site.

Please contact the Department of Community & Development Services at (785) 309-5715 with questions regarding site plans.