

1. Permit Types, Fees, & Application Deadlines

All special event organizers must complete the Special Events Permit Application to have an event approved and permitted by the City of Salina. The City of Salina aims to streamline the Special Event Permit Application process as much as possible to ensure a successful event for you, your organization, and your attendees. To achieve this, City staff must receive complete details pertaining to your event plans.

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. See Section T of the Guidelines for additional information about the predetermined route packages.

Deadlines:

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	Custom race/parade route or high impact, specially customized event	120 days	90 days	1 day	60 days

Fees:

Application Fee

There is a one-time non-refundable, non-transferable application fee for each Special Event Permit Application, due at the time of submission. Application fees are outlined in the Fee Schedule table below.

Permit Fee

Special events require considerable City resources and therefore have an associated permit fee. Details in your Special Event Permit Application and application technical meeting (if required) will determine your permit fee as it corresponds to your permit type. Permit fees do not include reservation costs associated with some of our event locations. Detailed information about

reservation costs can be found [here](#). **The permit fee must be paid in full prior to the issuance of your permit.** Permit fees are outlined in the Fee Schedule table below. Multi-day event permit fees will be evaluated on a case-by-case basis. See Section 3 and Section M of the Guidelines for additional information about event duration details.

Late Fee

Give yourself plenty of time to prepare and submit your application. A late fee will be applied to your permit fee if you submit your application after the Application Due Date and before the Late Application Cut-Off. Late fees are non-refundable and non-transferable. The late fees are outlined in the Fee Schedule tables below per the application deadlines.

Fee Schedule:

Permit Type	Requirements	# of Attendees	Application Fee	Permit Fee	Late Fee
Basic Permit	No City services required	N/A	\$12	\$0	\$50
Advanced Permit, Level 1	City services required	0-250	\$50	\$50	\$150
Advanced Permit, Level 2	City services required	251-500	\$50	\$125	\$375
Advanced Permit, Level 3	City services and/or road closure required (excluding races or parades)	501-1000	\$125	\$250	\$750
Advanced Permit, Level 4 (all predetermined race and parade packages)	<u>Race-Type A:</u> includes the Bill Burke, Jerry Ivey, and Soccer Complex Run Routes	N/A	\$50	\$125	\$375
	<u>Race-Type B:</u> includes the Lakewood and Oakdale & Kenwood Parks Run Routes	N/A	\$50	\$250	\$750
	<u>Race-Type C:</u> includes the Marathon Run Route	N/A	\$50	\$500	\$1,500
	<u>Parade-Type A:</u> 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	\$0	\$0	\$0

	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	\$50	\$250	\$750
Advanced Permit, Level 5	Custom race/parade route or high impact, specially customized event	1,001+	\$250	\$1,000	\$3,000

Payment:

Application fees can be paid by credit card as part of the online application process or by check submitted to the Department of Community & Development Services. Your application will not be processed until the application fee payment has been received by the City of Salina. All other permit fees and invoices must be paid in full prior to the issuance of your permit. See Section N of the Guidelines for information regarding invoicing and payment remittance details.

NOTE: All fees are subject to change. If you fail to accurately disclose details related to your special event, you may be charged the total and actual cost of City services. The City of Salina will not refund any fees if your event is shut down early for non-compliance issues, canceled by the applicant, or terminated for emergency reasons. The City of Salina reserves the right to charge a convenience fee for all digital payment transactions.

Please contact the Department of Community & Development Services at (785) 309-5715 with questions about permit types, fees, and application deadline schedules.