

# CITY OF DUARTE SPECIAL EVENT PERMIT APPLICATION

- No fee application.
- Please fill-out the attached application completely and thoroughly describe proposed event.
- City requires minimum of 10 days for review application. The application will be reviewed by all necessary departments, including but not limited to planning, sheriff and finance departments.
- Please include letter from property owners giving you authorization to hold this event at the location indicated on the application.
- Please attach a site plan of the property, indicating exactly where the event will be held (i.e. show buildings, parking area, drive aisles, etc.)
- Indicate on site plan any tent/canopies or other special equipment to be used for event (include size of tents/canopies).
- Other information may be requested upon initial review of application and attachments submitted.
- Applicant must pick up barricades at the City of Duarte south yard. Please contact Troy Wittenbrock Monday through Thursday between 7:30 a.m. and 3:30 p.m. at 357-7931 ext. 205 to make arrangements.
- Please call Monday through Thursday between 7:30 a.m. and 6:00 p.m. if you have any questions.



**1600 Huntington Drive  
Duarte, CA 91010  
Phone: 626-357-7931 Fax: 626-358-0018**

