



## Planning Chart

### Deadlines for Submitting Documents

Summary of Documents and Deadlines	Number of Days Prior to Event	Manual Reference
Parks & Facility Rental Contract	365	C2
Special Events Application	60	D(1) (2a)
Special Events Indemnification Form	60	B4
Special Event Organizer Safety Requirements Form	60	D(2b)
Health Unit Organizer Application Package	60	C(6) E(2b)
Road Closure Requests	60	E(24)
Request for Community Festival License for Merchandise Vendors	60	B(4) C(8) D(4) E(34)
Request for Designation as Event of Municipal Significance (LCBO) For Profit	60	E(2)
Special Occasion Permit Notice to Municipality (LCBO) Non Profit	60	E(2)
Locates for Utilities on County Property	60	E(6)
Documentation Confirming Status of Organization	60	B(4) D(4) E(35)
Letter of Permission to use Non-County Property	60	C(3)
Noise By-Law Exemption Application	60	E(12)
Raffle License Application	45	E(14)
Organizer's Event Certificate of Insurance	30	D(4)
Health Unit Food Provider Application Forms	30	C(6/8) D(2b/c)
Building Permit Application	30	E(16/29/30/31)
Tent Fire Safety Plan	30	E(29/31)
Fireworks or Pyrotechnics Application Approval	30	E(13)
Burning Permit	30	E(13)
List of All Event Participants	30	D(2c)
All Documentation and Fees for Event Participants Requiring Licenses (Certificates of Insurance/ TSA Approvals/Safety Sign Off/License Fees)	14	D(2c)(6) E(34)
Electrical Safety Authority Inspection	2	C(7)