

The City Council held a Special Meeting April 16, 2026, where a Special Event Permit application was discussed. During that meeting, Council expressed concern regarding applications being submitted too close to the event date and being placed on Special Meeting or Regular council meeting at the last minute.

**City Council has announced that any Special Event Permit application presented at a Council meeting that does not meet the required 45-day submission deadline prior to the event will be denied by City Council.**

Council has directed City staff to issue this notice to clearly communicate how applications that do not meet the 45-day requirement will be handled moving forward.

As stated on the Special Event Permit Application, **all applications must be submitted no less than 45 days prior to the date of the event.** This deadline allows sufficient time for proper review, coordination, and placement on a regular Council meeting agenda.

**Effective immediately:**

- Special Event Permit applications submitted less than 45 days prior to the event **will not be approved by City Council.**
- Applicants must also take into consideration:
  - Council meeting schedules
  - Agenda packet submission deadlines

**Application completeness requirements:**

- All Special Event Permit applications must be **fully completed, signed, and executed at the time of submission.**
- If the event includes catering or alcohol, all required permits must be **attached to the Special Event Permit application**, including:
  - Catering permits
  - Temporary alcohol permits
- If Fire Chief approval/sign-off is required, the **Fire Chief's signature must be obtained prior to submission.**
- Any additional required documentation or supporting forms must be **submitted together as a complete application packet.**

Incomplete applications or applications missing required attachments, signatures, or supporting documentation **will not be accepted or scheduled for Council review.**

*Submitting this application within 45 days of the event does not guarantee placement on a Council agenda.*

For your reference, I have attached:

- The Special Event Permit Application (showing the 45-day requirement)
- The City's meeting and deadline calendar

Please plan accordingly to ensure your event can be reviewed and considered by the Council in a timely manner.

If you have any questions, please feel free to contact me.

Thank you,

**Amantha Sierra**

City Clerk/Treasurer

City of Lava Hot Springs

(208) 776-5820