



Development Services / eventpermits@maranaaz.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaaz.gov

APPLICATION CHECKLIST

SPECIAL EVENT

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Insurance documents (certificate and endorsement)
- Site Plan
 - o Property location
 - o Area to be used
 - o Access to the property
 - o Pedestrian travel routes
 - o Parking areas
 - o Location of vending areas, temporary fencing and/or other principal features of the venue
 - o Size and location of tents, canopies, stages, etc.
- List of all food and retail vendors
- Town of Marana business license for all food and retail vendors
- Traffic Control Plan
- Liquor license application or beer and wine permit application
- Verification of date availability from the Town of Marana Parks & Recreation Department (520) 382-1950

NOTE: Examples and information can be found on our website at <http://www.maranaaz.gov/special-event-permit>. Additional information may be requested based on the complexity and impact of the proposed event.

FOR OFFICIAL USE ONLY

Permit No. _____

Date Received _____