Event Notification

You are required to give notice of the upcoming event to the area where the event will be held.

Notification should be made as follows:

1. Leave a notification flier at each property and submit a copy of your notification flier with your application. The flier must include the event name, date, time, location, contact information of the event organizer.

Note - Fliers cannot be placed in mail boxes unless they include paid postage and are delivered by USPS.

Flier Example

Street Event Notice Event Name

WHERE: N Killingsworth between Interstate & Concord will be closed for a community event.

WHEN: Saturday, July 23rd from 6am-5pm, event starts at 9am and ends at 3pm.

WHY: Street Party! All are welcome, the event is FREE and open to everyone. Food carts, live music, and other entertainment!
WHO: Presented by your Business Name and Non-Profit
Beneficiary information.

If you have any concerns about the street closure, please contact the event coordinator at ()__-__