
APPLICATION OF INTENT CHECKLIST

In order to “start the clock” for the review period, the following must be attached to the application of intent when it is submitted:

- Completed Application of Intent**
 - Parks/Facility Use Form**; If event takes place in any City of Bellevue Parks Department facility or park, a Parks/Facility Use Form must be completed.
 - Site Plan, include area map**, noting specific locations for:
 - Amplified sound
 - Live music
 - Food service
 - Vendors
 - Open flame/fire
 - Heating devices
 - Portable restrooms
 - Hand washing facilities
 - Refrigeration
 - Garbage dumpsters/ Recycling containers
 - Security
 - Fireworks
 - Signs/banners
 - Carnival rides
 - Special Effects
 - Parade route
 - Generators
 - First aid
 - Tents/Shelter
 - Temporary Structure
 - Other
 - Proposed Transportation and Parking Plan**, include as applicable:
 - Transportation Plan
 - Shuttle routes
 - Existing METRO routes
 - Ingress and Egress to event
 - Vendor access
 - Proposed routing
 - Parking Plan
 - Disabled Parking zone
 - Pay parking zone
 - Vendor parking
 - Priority parking
 - Free parking
 - Sound Permit Application**; must be completed only if you are requesting amplified sound.
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Items to address as your event develops:

- Current Certificate of Liability Insurance & Hold Harmless Agreement**
Must be provided as required by City of Bellevue, Risk Management Office, 425-452-2746.
- Recycling Plan**
Work with City of Bellevue Recycling Coordinator, Wendy Skony, to identify the materials you will be recycling at event, 425-452-5215. Call Allied Waste/Rabanco to arrange recycling and garbage service, 425-646-2494.
- Other Necessary Permits** (as applicable):
 - Business Registration
 - Admission Tax
 - Temporary Special Events License
 - Fire Permit
 - Electrical Permit
 - Plumbing Permit
 - Mechanical Permit
 - Banner Permit
 - Health Department (2 permits)