

Site Plan/Route Map

The site plan or route map you include with your Special Event Application is a visual representation of all the infrastructure and operational event elements that you describe throughout your application. **This is required of all events.** It should include all stationary elements as well as moving routes.

All events are required to provide an event site plan and/or route map by the time designated on the Conditional Special Event Permit. First-time events are required to submit a rough site plan/route map with their application in order for the Special Events Coordinator to set fees and requirements correctly. The final site plan/ route map must be provided one month prior to your event. The site plan must show the total dimensions of the event footprint and all items placed inside the footprint, including but not limited to:

- Tent Structures
- Stages
- Canopies
- Generators
- Tables
- Bleachers
- Food, merchandise, and information booths
- Beer garden(s)
- Equipment/vehicle parking areas
- Kids' activities
- Security guard placement
- Interior and perimeter fencing, with dimensions
- Portable toilets
- Dumpsters
- Bicycle valet zone
- Backstage area
- Storage trailers
- Light towers

Please label items on your site plan, along with approximate dimensions. Keep in mind the Santa Barbara Fire Department requires a 20' clearance lane through your event for access by emergency vehicles and that your event is accessible to all.

The Final Special Event Permit issued by the City of Santa Barbara will only be valid for the venue areas and event elements described in your Special Event Application and site plan and/or route map. Modifications to your request may be required during the event planning process and will be incorporated in the Final Special Event Permit. Requests to make notable changes and/or additions to the site plan or route map after the on-site meeting may not be honored.