

SPECIAL EVENT PERMIT PROCEDURES  
CITY OF O'FALLON, ILLINOIS

1. Customer obtains application from Planning & Zoning Office. It is suggested that the applicant speak with Jennifer Howland or Ted Shekell at (618)624-4500 x 4 prior to submitting the application to review the requirements. They can also advise you how long the approval process may take and if it can be approved internally or if it needs to be brought up before the Community Development Committee and City Council. We request that the application be completed and submitted with all supporting documents and drawings *at least* one month prior to the event to ensure proper review is conducted by all departments to obtain approval.
2. The "For-Profit" applicants will pay a \$50.00 permit issuance fee to the cashier on the second floor. "Non-Profit" organizations will not be charged a fee; however, proof shall be provided of non-profit status at the time of application.
3. The applicant will be contacted by the Planning & Zoning Office to advise them how long the approval process will take if it has to go before the City Council for approval. If it can be approved internally, the applicant will be sent a follow-up letter from the Planning & Zoning Office. If it has to go before the City Council, the City Clerk will send a follow-up letter.

A copy of the City of O'Fallon ordinance that regulates the "Special Event Permit" is attached for your use for additional information.