

## Special Event Checklist

A Special Event permit is required for any person, group or organization to conduct a special event, race walk, ride, parade, etc. on a street, sidewalk or other area within the public right-of-way. For exceptions to these requirements, please refer to Chapter 38, Article XII – Special Events, Parades and Races in the Newport News Code of Ordinances ([https://library.municode.com/va/newport\\_news/codes/code\\_of\\_ordinances](https://library.municode.com/va/newport_news/codes/code_of_ordinances)).

This document is intended to assist an applicant to make a complete submittal for a Special Event permit request (race, walk, ride, parade, etc.) and does not preclude the applicant from understanding and following any applicable local, state and/or federal laws and regulations. Additional documentation may be requested by city departments/divisions in order to perform a complete review of the proposal. While the Department of Planning accepts the application there are several city departments that review Special Event permit requests. The reviewing departments are Police, Fire, Public Works, Development, Parks and Recreation, Engineering Transportation and Traffic Operations.

The applicant shall attach this completed and signed checklist when applying for the permit. Applications are submitted using the city permit system. To access this system visit [https://cssprod.nnva.gov/EnerGov\\_Prod/selfservice/](https://cssprod.nnva.gov/EnerGov_Prod/selfservice/).

✓	CHECKLIST ITEMS
	<p><b><u>REQUIRED FOR ALL EVENT TYPES</u></b></p> <p>An event sketch/diagram of the proposed location (or route) of the event. This sketch must also show the parking area for participants, volunteers and staff. Note if the parking location is not owned by the applicant, a letter from the property owner granting permission for use of their property is required.</p>
	<p>The following items MUST be included on the event sketch, diagram, and/or route.</p> <ul style="list-style-type: none"> <li>• Read and acknowledge the latest Virginia Governor Executive Order as amended by visiting the following website: <a href="https://www.governor.virginia.gov/executive-actions/">https://www.governor.virginia.gov/executive-actions/</a> regarding the Public Health Emergency</li> <li>• Read and acknowledge Centers for Disease Control and Prevention (CDC) guidelines by visiting the following website: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html">https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html</a></li> <li>• Location of First Aid Station(s) and a written description of the medical plan for the event to include a COVID-19 Medical Plan.</li> <li>• Emergency vehicle access points.</li> <li>• Written turn-by-turn route directions.</li> <li>• Location and dimensions of the stage and/or viewing stand. (If applicable).</li> </ul>
	<p><b><u>REQUIRED FOR ALL EVENT TYPES</u></b> (except events being held for the sole purpose of exercising one’s First Amendment Right to Freedom of Speech)</p> <p>A Certificate of General Liability Insurance must have Newport News listed as a certificate holder. A separate Additional Insured Endorsement form naming the city as an additional insured must be attached to the certificate along with another separate document stating that the city will be provided 30-day notice of policy cancellation (10 days for non-payment). All <u>three</u> documents must be provided in order for the Office of the City Attorney to approve issuance of the permit.</p>
	<p><b><u>REQUIRED FOR RACES/WALKS/RIDES</u></b></p> <p>Note number and start times of participants must be in accordance with the latest Executive Order guidelines.</p>
	<p><b><u>BLOCK PARTIES</u></b></p> <p>All people (one representative of each household) residing on that portion of the street that is to be blocked off must sign a petition indicating their name and residence address and stating that they agree to the allowance of the block party.</p>

\_\_\_\_\_  
Initial & Date

\*Pre and post event gatherings are discouraged unless they can adhere to the requirements of Centers for Disease Control and Prevention (CDC) guidelines and the latest Virginia Governor Executive Order as amended

An incomplete submittal will delay the review/approval of the permit. For questions, please contact the Development Services Permit office at (757) 933-2311.

**By signing this checklist, I affirm that:**

- **This event will adhere to all Centers for Disease Control and Prevention (CDC) guidelines and the latest Virginia Governor Executive Order as amended regarding the Public Health Emergency, and that any violation of the order MAY affect my ability to apply for future events in the city.**
- **The City of Newport News is not responsible and cannot be held liable if event staff and/or participants are not adhering to CDC Guidelines and Virginia Governor Executive Order as amended regarding the Public Health Emergency.**
- **I certify that I have read the CDC Guidelines and Virginia Governor Executive Order as amended regarding the Public Health Emergency and certify that the event will follow all restrictions and guidelines as outlined.**
- **I understand that a copy of the special event permit will be forwarded to the Virginia Department of Health and that violation of any of the restrictions of the Virginia Governor Executive Order as amended regarding the Public Health Emergency will allow the Virginia Department of Health to close the event.**

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date