

Special Event Site Plan/Map - Guide

A Special Event Site Plan/Map is a required secondary document when applying for a Special Event Permit. To assist the applicant in making this Special Event Site Plan/Map, the City of Astoria has created this guide. **An application is not considered completed if a Site Plan is not included.**

What is included in a Site Plan?

A Site plan includes, but is not limited to:

- Property boundaries
- Road access,
 - If you are redirecting traffic:
 - What is the new route.
 - Where would blockades/flaggers be stationed.
- Location of parking, including: overflow parking, VIP parking, guest parking, and staff parking.
- Location of trash receptacles.
- Sanitary facilities, and bathrooms.
- Locations of any temporary structures
 - IE: Stage, tents, Canopy or other structures.
- Location of rides if applicable.
- location of temporary dwellings.
- Locations of any food or refreshments, including alcohol.
- Locations of any equipment including:
 - Sound systems, electrical systems,
- ADA accessibility and proposed setback of activities, fences, tents, booths, etc, and space from adjacent properties.

You can use the City's GIS to help develop your site plan. For your reference here is the link:

https://www.astoria.or.us/Public_GIS_Maps.aspx?deptid=9

Why does the City need a Site Plan Map?

A Site Plan/Map is an essential part of the application that allows the City Fire Department and City Police Department to see the layout of your event, and determine if it meets any and all safety requirements.

SITE PLAN EXAMPLE:

