



**Citywide Event Permitting
Affected Parties' Notification
Distribution Verification**

Event Name: _____ Event Date: _____

I certify that the affected parties' notification, approved by the special events committee, was distributed via USPS mail or direct delivery as indicated below. This action meets with **Carlsbad Municipal Code Section 8.17.120 - Notification**, requiring the noticing of affected parties regarding an upcoming permitted special event. The notification contained information concerning the event and information on how to contact the applicant and the special events committee before and after the event.

Date of distribution: _____ via USPS mail or Direct delivery

The notification distribution represented:

- 30 to 40 days prior to the scheduled event (required for major events)
- 10 to 15 days prior to the scheduled event (required for all events)

Host organization name

Name of authorized person

Signature of authorized person

Date

Those authorized to sign include:

- Chief officer of host organization
- Agent of applicant
- Professional event organizer (must be listed on the application)

Please return completed form by email to: specialeventpermits@carlsbadca.gov