All applicants must set up an online account before using the eTRAKiT system. More information about the eTRAKiT processes can be found at the eTRAKiT Portal and Help Guides page at www.littletongov.org/building-development/etrakit-portal.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

To apply for a City of Littleton Special Event Permit, select Permits > Apply.

In the Public Login section, login or register for a new account.
Agree to the Permit Application Confirmation.

In the Permit Type field, select **SPECIAL EVENT**.

In the Permit Subtype field, select the option that most closely describes the event.

If there isn’t an appropriate Permit Subtype, select **OTHER**, then enter a short description of the event in the Permit Description field.
Provide detailed information about the event in the **Detailed Description** field.

Enter 0 (zero) in the **Job Value** field.

Provide the following information about the event:
- EVENT DATES
- EVENT INFO
- STREET CLOSURES
- LOGISTICS
- ALCOHOL & SOUND

Click on any icon adjacent to the name for detailed information about that field.
Determine which documents will be needed for this permit application. **Missing documents will delay the application process.**

Documents will be uploaded in the **Attachments** section further down.

Click a checkmark next to each document that will be uploaded with this application.

Enter the address of the event venue and click the Search button.

If the system gives you a choice, always select **Parcel**.

Use these addresses for events in Littleton Parks.

**Do not use a home address or any address other than the venue.**

<table>
<thead>
<tr>
<th>Park</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bega Park</td>
<td>2250 W Main St</td>
</tr>
<tr>
<td>Geneva Park</td>
<td>2255 W Berry Ave</td>
</tr>
<tr>
<td>Harlow Park</td>
<td>5151 S Lowell Blvd</td>
</tr>
<tr>
<td>Ketring Park</td>
<td>6028 S Gallup St</td>
</tr>
<tr>
<td>Mary Carter Greenway</td>
<td>6745 S Santa Fe Dr</td>
</tr>
<tr>
<td>Promise Park</td>
<td>298 W Powers Ave</td>
</tr>
<tr>
<td>Reynold Landing</td>
<td>6745 S Santa Fe Dr</td>
</tr>
<tr>
<td>Sterne Park</td>
<td>5800 S Spotswood St</td>
</tr>
</tbody>
</table>
Special Event Application Instructions

Leave these boxes unchecked.

Attach all required documents.

How to Attach Documents in eTRAKiT System

1. Click the SELECT button to browse to and find ALL the documents that will be included with this permit application.
2. Add a DESCRIPTION for each attachment (optional).
3. If you forgot any documents in Step 1, you can add more now by clicking the SELECT button again.
4. Click the UPLOAD button after selecting the attachments.
5. Click ACCEPT in the disclaimer window.

It may take a several minutes to upload documents, depending on the number and size of the documents.

Your files are listed on the right. Review for completeness. Verify that each document has uploaded only once. Add or delete attachments as needed.

Click NEXT STEP.
Complete and review all applicable contact information, including:

- Applicant
- Owner
- Contractor (leave blank)
- Event Sponsor Organization
- Event Manager
- Assistant Manager
- Medical Provider
- Security Provider
- Band / DJ Info

Verify all emails and phone numbers are correct.

If Owner Information is South Suburban, enter your email address and your phone number.

Click NEXT STEP.
Review all information. Click PREVIOUS STEP if you need to go back and make corrections.

Upload additional documents if needed.

Once all information is verified and proper documents attached, click SUBMIT.

It may take a few minutes to submit document.

Do not close window until the **Step 4 Checkout/Confirmation** window is displayed.

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Your application has been received and will be reviewed for completeness and accuracy. Instructions for payment of all applicable fees will be sent once the application is deemed complete. Technical review of the application will not begin until all fees are paid.