



SPECIAL EVENT PERMIT

FOR EVENTS ON PRIVATE PROPERTY AND/OR EVENTS IN CITY PARKING LOTS OR IN CITY STREETS/ALLEYS

PRIVATE PROPERTY (Community Dev.)
 PUBLIC PROPERTY (Public Works)

Date Permit Was Issued
Permit Issued By:
This Application Becomes A Permit When Approved And Validated

Date Submitted Name of Event
Applicant/Event Sponsor Phone
Applicant Address City Zip
Location of Event
Public Property Being Requested, If Any
Date(s) of Use Hours
Estimated Attendance
Type of Activity
Detailed description of event

Is the sponsor of this event a non-profit organization?
Will there be a charge for admission?
Will you be donating the event proceeds to charity?
Will you be serving alcohol?
Will the general public be admitted?
Will you be closing any public streets or parking lots?
Will you be having live music or amplified music?
Will you be providing security/crowd-control personnel?
Have you completed and submitted with this application the "Addendum to Permit"?

Table with columns: Department, Name, Approved, Not Approved, Comments. Lists various departments like Parks & Recreation, Community Development, etc.

Table with columns: Special Event Permit Fees, Account Numbers (Tran Code). Lists fees for Community Development Permit, Public Works Engineering Permit, etc.

Inspection Record table with columns: Date, By. Multiple rows for recording inspections.

THE UNDERSIGNED PERMITTEE/APPLICANT HEREBY CERTIFIES AND AGREES:
1. A new permit shall be required in the event the applicant makes a material change to this permit.
2. For special events on public property, the applicant agrees to pay the cost of any and all damage to public property stemming from this event if the cost of such damage exceeds the \$1,000 deposit.
I HAVE READ AND UNDERSTAND ALL OF THE ABOVE:
Date:

- Original Engineering
Blue Maintenance
Green Inspection (Eng.)
Pink Police Traffic
Goldenrod Treasury
White Applicant
Copy Risk Management
Copy Inspection (Fire)
Copy Community Development
Copy Rya



CITY OF FULLERTON COMMUNITY DEVELOPMENT DEPARTMENT

303 W. Commonwealth Ave. ♦ Fullerton ♦ CA ♦ 92832 ♦ (714) 738-6550 or (714) 773-5773

Master Application Form

1. Address (location) of property:

2. Submitted by:

Property owner: _____

Applicant: _____

Mailing address: _____

Mailing address: _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone number: _____

Phone number: _____

Email address: _____

Email Address: _____

3. Property owner authorization for applicant (Signature must be notarized)

I hereby authorize the above listed applicant to act as my representative.

Signature of Property Owner

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

4. Notarization

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Notary Seal

Signature of Notary Public

5. All required plans and documents attached.

6. Planning Action Description/Justification form attached.

FOR OFFICE USE ONLY

Date Filed:		Types of Applications	
General Plan Designation:			
Zoning Designation:		<input type="checkbox"/> Abandonment	<input type="checkbox"/> Specific Plan
Preliminary CEQA Determination:		<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Tentative Parcel Map
Project Planner:		<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Tentative Tract Map
APN(s)		<input type="checkbox"/> General Plan Revision	<input type="checkbox"/> Variance
Application Number(s)		<input type="checkbox"/> Historical Landmark	<input type="checkbox"/> Minor Exception
		<input type="checkbox"/> Major Site Plan Review	<input type="checkbox"/> Zone Amendment
		<input type="checkbox"/> Minor Site Plan Review	<input type="checkbox"/> Other
		<input type="checkbox"/> PRD Concept	<input type="checkbox"/> _____

Chapter 15.58

SPECIAL EVENTS ON PRIVATE PROPERTY

Sections:

- 15.58.010. Intent and purpose.
- 15.58.020. Definitions.
- 15.58.025. Applicability.
- 15.58.030. Permit required.
- 15.58.040. Application for permit and fees.
- 15.58.050. Requirements and provisions for approval of permit.
- 15.58.060. Procedure for review of application.
- 15.58.070. Decision on the application and appeal of decision.
- 15.58.080. Suspension of permit.
- 15.58.090. Business licenses.
- 15.58.095. Temporary commercial use on private property.

15.58.010. Intent and purpose.

The intent of this chapter is to identify special events and to specify the requirements and provisions for their approval regardless of the proposed location or zone classification. The requirements and provisions established for each special event are intended to ensure the general safety, health, and welfare of the community and to ensure that the temporary operation of the special event will be a compatible activity for the neighborhood in which it is located.

(Ord. 2982, 2001)

15.58.020. Definitions.

A. A **SPECIAL EVENT (PRIVATE PROPERTY)** means an event that is conducted outdoors on private property by a private entity and is open to the general public (admitted or invited). Examples of such events include: carnivals, festivals, car show, circus, auction or a similar kind of temporary outdoor exhibition or performance.

B. A **SPECIAL EVENT (PUBLIC PROPERTY)** means an event that is conducted outdoors on public streets, public parking lots, public parks or public facilities.

(Ord. 3232 (part), 2016; Ord. 2982, 2001).

15.58.025. Applicability.

A. Special Events (Private Property) shall be subject to the review and approval process specified in this Chapter.

B. Special Events (Public Property) shall be subject to review and approval from the Public Works Department and/or Parks and Recreation Department.

C. A Temporary Commercial Activity, such as a sidewalk or parking lot sale shall be subject to the provisions of Section 15.58.095 and shall not be considered a Special Event for purposes of this Chapter.

(Ord. 3232 (part), 2016)

15.58.030. Permit required.

A. A special event shall be prohibited on private property unless a properly issued special event permit is first issued to the applicant. An application for a special event on private property shall be filed with the Community Development Department.

B. An application for a special event in a public park shall be filed with the Director of Parks and Recreation in accordance with Chapter 9.12 of the Fullerton Municipal Code.

C. An application for a special event using a public street and/or a public facility shall be filed with the Director of Public Works in accordance with Chapter 8.71 of the Fullerton Municipal Code.

(Ord. 3232 (part), 2016; Ord. 2982, 2001)

15.58.040. Application for permit and fees.

A. A complete application for a special event permit must be received by the Community Development Department no

later than 30 days before the scheduled special event. The City Council may, by resolution, set appropriate fees for the filing of the application.

B. An application for a special event permit shall be on a form provided by the City and shall provide the information necessary to make recommendations and/or provisions for approval. At a minimum, the following information shall be provided:

1. The applicant's identity and the identity of a responsible person who will serve as the primary interface for communications.
2. A Site Plan of the proposed special event area that clearly identifies the following:
 - a. The geographical boundaries of the event;
 - b. The location of any temporary buildings or structures, including any stages, tents, canopies, toilets or vendor's booths;
 - c. The current land uses on adjacent properties to the proposed location;
 - d. Location of fire hydrants and fire access lanes;
 - e. Location of all proposed toilets, trash disposal and water facilities that will be provided; and
 - f. Location of proposed on-site parking and number of spaces provided.
3. A description of the type of special event to be held including:
 - a. The hours of operation of the activities;
 - b. The expected number of participants, assistants, workers, and spectators to be involved in the special event;
 - c. All proposed security measures;
 - d. Parking management and directional signage for the event;
 - e. Setup and cleanup plan.
4. If parking is proposed on another property, written approval from that property owner permitting the use of said parking is required.

(Ord. 3232 (part), 2016; Ord. 2982, 2001)

15.58.050. Requirements and provisions for approval of permit.

A. Requirements and conditions shall be imposed on any special event permit to protect the public health, safety and welfare. At a minimum, said conditions shall include the following:

1. Signs shall be posted onsite to clearly and conspicuously indicate the geographical boundaries of the special event.
2. All equipment, stages, rides or any other loud noise emitting apparatuses shall maintain a minimum 20-foot setback from any property line abutting a residential use.
3. The special event permit holder shall ensure that on-site circulation and access to parking is maintained throughout the event. The use of traffic and parking directional signs, or other measures, are required.
4. The special event permit holder shall provide sanitation, trash collection/disposal measures for the special event and agrees to clean up no later than one day following the completion of the event.
5. Hours of operation for the event shall be limited to 10:00 a.m. to 11:00 p.m. Monday through Saturday and 11:00 a.m. to 9:00 p.m. on Sunday.
6. Noise sources associated with the construction, dismantling of equipment, cleaning, deliveries and rides, shall be permitted provided said activities do not take place between the hours of 8:00 p.m. and 7:00 a.m. on weekdays, Saturday or Sunday.
7. Documentation maintained on site that any required building, electrical or plumbing permits and associated inspections have been completed.
8. The special event permit holder shall make sufficient arrangements to provide adequate parking for the people attending the event. If parking is proposed on another property, written approval from that property owner permitting the use of said parking is received.
9. Compliance with any additional requirements or conditions specified by the City to ensure the health, safety and welfare of the community during the event.

B. Those having the responsibility to review and approve the application may stipulate additional provisions or requirements.

(Ord. 3232 (part), 2016; Ord. 2982, 2001).

15.58.060. Procedure for review of application.

A decision to approve an application for a special event permit on private property shall be made by the Community Development Director or their designee.

A. A permit for a special event may be approved and issued if all provisions and requirements as stated in this chapter are satisfied. Prior to acting on the application, the Community Development Director or their designee shall do the following:

1. Consult with other applicable city departments and review available records on the request.
2. Review city records and comments received from the public regarding the events compliance with conditions/requirements from previous events if any have occurred at this location previously.
3. Notification shall be mailed to adjacent properties no later than five (5) days before the event. If off-site parking is proposed, notice shall also be mailed to properties adjacent to the off-site parking location. The notice shall contain at a minimum:
 - a. A map showing the proposed location of the event;
 - b. A brief description of the event including dates, times and any setup and/or clean up requirements;
 - c. Contact information to submit comments/concerns to the City prior to the event; and
 - d. Contact information and process to submit comments/concerns during or after the event.
4. Consider all reasonable comments and issues identified by City staff and the general public.

(Ord. 3232 (part), 2016; Ord. 2982, 2001).

15.58.070. Decision on the application and appeal of decision.

A. Within 10 business days after receipt of a complete application, the Community Development Director or their designee shall notify the applicant in writing of the decision that approves the request, conditionally approves the request, or denies the request with the reasons for denial stated.

(Ord. 3232 (part), 2016; Ord. 2982, 2001).

15.58.080. Suspension of permit.

A. The Community Development Director and/or the Chief of Police shall have the power to suspend, and shall suspend, any special event permit if the applicant has done any of the following:

1. Violated any provision or requirement of approval imposed upon the permit.
2. Violated any provisions of the law.
3. With the actual conduct of the activity, threatened the preservation of the public peace, safety or general welfare, or unreasonably interfered with the use and enjoyment of other property in the immediate vicinity of the activity.

B. The Community Development Director and/or the Chief of Police shall give the applicant written notice of the suspension, and immediately upon the giving of the notice of the order of suspension all activities under the permit shall forthwith cease. The decision of the Community Development Director and/or the Chief of Police to suspend a permit shall be final and conclusive.

(Ord. 3232 (part), 2016; Ord. 2982, 2001).

15.58.090. Business licenses.

A. A special event permit issued pursuant to this chapter shall control over any business licenses issued pursuant to Chapter 4.02. Only those vendors who have received prior written approval from the special event permit holder shall be allowed to operate within the prescribed venue area of the special event. The written approval shall not be unreasonably withheld.

B. The special event permit holder may charge a reasonable registration fee of all vendors who desire to operate within the prescribed venue area of the special event.

(Ord. 2982, 2001).

15.58.095. Temporary commercial use on private property.

A. Property with a residential, commercial or industrial zone classification may conduct a temporary commercial use such as a Christmas tree lot, pumpkin patch or agricultural stand on an intermittent, seasonal or promotional basis in accordance with the following:

B. Such a business activity may operate for a maximum time period of 90 calendar days from the time setup begins to the time all removal and clean up must be completed. Extensions beyond this time period shall require approval by the Planning Commission in accordance with Chapter 15.76.

C. The activity shall be allowed on property with an R-1 or R-1P zone only if there is no habitable structure on the premises.

D. The activity shall be allowed only on a property having frontage along an arterial or Collector Street. No direct access from a residential street shall be allowed.

E. The applicant shall provide written consent from the owner of the subject property to conduct the activity prior to any set up on the site.

F. The applicant shall obtain applicable permits from the Community Development and/or Fire Departments and a business license from the Business Registration Department.

G. The sales and other public areas shall be cleared before opening and shall be maintained free of weeds, holes, and other hazards throughout the operation to the satisfaction of the Community Development Department.

H. At least six off-street spaces shall be provided for the use of patrons. In the case of a developed lot, sufficient parking as determined by the Community Development Director shall be retained for the existing uses on site during the temporary business activity.

I. No structure, sign, or merchandise associated with the temporary commercial use shall obstruct a public right-of-way.

J. Advertising signage shall not exceed a collective total of 50 square feet of area, and no sign shall exceed a height of eight feet.

K. "No Smoking" signs shall be posted wherever indicated by the Fire Department. These signs shall meet the specifications stipulated by the Fire Department.

L. Property with a commercial zone classification may conduct a temporary open air marketing activity such as a sidewalk or parking lot sale on an intermittent, seasonal or promotional basis in accordance with the following:

M. Such an activity shall be subject to the provisions of "C" through "J" in subsection "L" of this section.

N. Such an activity shall be for the display and sale of merchandise of merchants already operating a business on the premises.

O. Such an activity shall be no longer than five days in duration and only one such activity shall occur on the property within a thirty day period.

P. Display and sales areas will not obstruct, delay or interfere with the Fire Department or with the egress of building occupants in the event of the fire, and the layout will otherwise comply with the general safety requirement of the Uniform Fire Code.

Q. The failure to comply with the provisions specified above shall result in the stoppage of the business activity.

(Ord. 3232 (part), 2016).