



Special Event Permit Instructions



Application Pre-Screening

It is highly recommended that City staff conduct a pre-submittal screening of your proposed Special Event. A pre-screening with appropriate staff will help you get answers to questions regarding City processes, estimated timing, fees, and submittal requirements. You may refer to the **Special Event Permit Checklist and Application** for more details on submittal requirements. We highly encourage you to contact the Community Development, Planning Division at 626-357-7931 to schedule a pre-screening appointment to discuss your proposed event.

Use the **Special Event Permit Application** if your event will take place on the following:

- ✓ Public right of way
- AND**
- ✓ City and/or Private Property

Use the **Temporary Use Permit Application** if your event will take place on:

- ✓ Private Property Only

Application Submittal

A Special Event requires a minimum of 30 days for review (City sponsored events take up to 90 days), depending on the complexity of the request (i.e. street closures, detours, etc.). Staff will meet with you to review your application submittal, collect fees, and ensure that you have provided all necessary materials to complete a thorough review of your request. **Application must be typewritten on fillable PDF format provided.** After you submit your application, the Planning Division will review your request with the appropriate City Divisions and Departments. It is recommended that you make an appointment with the Planning Division when you are ready to formally submit your complete application.

Application Review and Determination

Staff may only approve a Special Event that would be operated in compliance with DDC Section 19.124.080 (Finding and Decision). In approving a Special Event, staff may impose conditions of approval for the operation of the temporary use, and may affect: time period, hours, days, noise levels, location of temporary structures, waste collection, sanitary facilities, and may require on-site police/security and safety measures. You will be notified of any additional fees for any required law enforcement deemed necessary by the Public Safety Department for policing the proposed temporary use. You will receive a written approval from City staff that describes the terms of approval.

Attachments

- Special Event Permit Checklist
- Special Event Permit Application





City of Duarte
COMMUNITY DEVELOPMENT DEPARTMENT
 1600 Huntington Drive
 Duarte, CA 91010
 Ph: 626-357-7931 | Fax: 626-358-0018
 www.accessduarte.com

Special Event Permit Checklist

SUBMITTAL CHECKLIST	SUPPLEMENTAL MATERIALS CHECKLIST
<input type="checkbox"/> Special Event Application __ Public Right of Way (i.e. City streets, sidewalks, etc.) __ City Property (i.e. bike trail, park, etc.) __ Private Property <input type="checkbox"/> Application Fee(s) __ Event Application Fee __ Public Works Review Fee (based on engineering plan check review hours) <input type="checkbox"/> Plans/Maps __ Site Plan __ Parking Plan (i.e. volunteers, participants, etc.) __ Identify on- and off-site parking areas __ Route Map __ Detailed description of the proposed use of the road way, date(s), and time. <input type="checkbox"/> Traffic Control and Detour Plan __ Wet Stamped by Licensed Professional Engineer <input type="checkbox"/> Digital and/or Reduced Size Copies of Plans/Maps __ On a CD, emailed in PDF format, or saved on a non-returnable flash drive __ Reduced to 8 1/2" x 11" or 11" x 17" paper <input type="checkbox"/> Letter of Authorization if applicant is agent for property owner <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Provide Traffic Control Company (C-31) Information __ Company Name __ Contact Person __ Address __ City, State, Zip Code <input type="checkbox"/> Copy of Property Owner/Tenant Notification __ Draft Notice __ Map showing limits of area to be notified of Special Event <input type="checkbox"/> Insurance __ Certificate of Liability Insurance __ Evidence of General Liability Insurance Coverage __ Amount not less than two million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence __ List City as Certificate Holder __ City of Duarte, 1600 Huntington Drive, Duarte, CA 91010 __ Additional Insured Endorsement __ "The City of Duarte, it's officers, employees, and agents are named as additional insure with respect to liability arising out of (name of event) to be held on (date of the event)" <input type="checkbox"/> Other _____ _____ _____ _____ _____

OFFICE USE ONLY

CHECK ALL THAT APPLY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Staff Review | <input type="checkbox"/> Director Review | <input type="checkbox"/> City Council (Co-Sponsorship) |
| <input type="checkbox"/> Building and Safety Division | <input type="checkbox"/> Public Work Division | <input type="checkbox"/> Planning Division |
| <input type="checkbox"/> Field Services Division | <input type="checkbox"/> Public Safety Dept. | <input type="checkbox"/> Parks and Recreation Dept. |
| <input type="checkbox"/> LA County Fire | <input type="checkbox"/> Administrative Services | <input type="checkbox"/> Other: _____ |

<input type="checkbox"/> Received Date: _____	<input type="checkbox"/> Incomplete Date: _____ <input type="checkbox"/> Complete Date: _____	Receipt No. _____	Case No(s): _____
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Comments:



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COMMUNITY DEVELOPMENT DEPARTMENT
1600 Huntington Drive
Duarte, CA 91010
Ph: 626-357-7931 | Fax: 626-358-0018
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Special Event Permit Application

APPLICATION MUST BE TYPEWRITTEN ON FILLABLE PDF FORMAT PROVIDED

SECTION I

ORGANIZATION:

ORGANIZATION ADDRESS:

ORGANIZATION PHONE NO:

AGENT/PERMIT APPLICANT:

AGENT/PERMIT APPLICANT ADDRESS:

NAME OF PERSON RESPONSIBLE "ON-SITE" DAY OF EVENT:

CELL PHONE NO:

SECTION II

EVENT NAME:

EVENT DATE(S):

EVENT TIME(S):

SET-UP DATES:

SET-UP HOURS:

CLEAN UP DATES:

CLEAN-UP HOURS:

ATTENDANCE (# PEOPLE) EXPECTED:

LOCATION 1: (Public Right of Way)

LOCATION 2: (Private Property)

LOCATION 3: (City Property)

SECTION III

EVENT DESCRIPTION - Describe the nature of the event (i.e. for-profit commercial event, non-profit, fundraiser, etc.), whether admission fees or pre-registration is required, host or sponsoring organization(s) of the event, and timeline for the day's event. If an event organizer is applying for this permit, a letter from the Chief Officer or authorized representative of the organization, which authorizes the organizer to apply for this permit, is required.

CITY CO-SPONSORSHIP - Describe any in-kind services requested (i.e. City staff time, permit fees, event promotion using City media services, including event promotion). Is the use of City logo requested for event marketing purposes? Please note that City Co-sponsorship requests generally a minimum of 90 days advance notice to allow for City Council action.

EVENT MARKETING - Describe how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured your event permit.

COMMUNITY NOTIFICATION - If you are required to notice the community, you must provide a copy of that notice a minimum of three weeks prior to the event to the Planning Division. All notices must be distributed at least two weeks prior to the event. Notification area will be determined once your application is comprehensively reviewed.

SECTION IV

SITE PLAN / ROUTE MAP - To ensure proper review of your event, it is required that you submit a site plan sharing the details of your event. This is applicable for moving routes and fixed venues. Based on your event site plan and components, the Fire Department and/or Building and Safety Division may require an inspection of your venue at your cost before or during the event. Please include all portable structures, stages, bleachers, tables, tents, etc in your plan. Please include if applicable: (1) An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event; (2) Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access; (3) The provision for a minimum of twenty-foot emergency access lanes throughout the event venue; (4) Location of first aid facilities and ambulances; (5) Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures; (6) Detail of food booths and cooking area configurations; (7) Generator locations and source of electricity; (8) Placement of vehicles and/or trailers (9) Exit location for outdoor events that are fenced or within tent or tent structures; (10) Identification of all event components that meet accessibility standards; (11) Parking and shuttle plan; (12) Other related components not listed above. **A detailed narrative should supplement your site plan or route map.**

CROWD CONTROL AND SECURITY PLAN – A Security Plan shall comply with any conditions established by the Public Safety Department. Upon review, the applicant may be required to enter into a police service contract to hire Sheriff Personnel and/or trained Public Safety staff for purposes of traffic control and/or crowd control.

TRAFFIC CONTROL PLAN – List any streets and/or intersections below that require soft or hard closures. List any bus stops (include Transit Line/Direction) for any temporary bus stop changes. For walks, runs, athletic, bicycle rides or races, include the specifics on how through traffic will be allowed or detoured.

PARKING PLAN - Submit a parking (site) plan which shows the number of parking stalls that will be available for event staffers, volunteers and event participants on the site plan. If off-site parking is proposed at another parcel, include a separate site plan for the parcel. If on-street parking or parking restrictions are proposed, provide a diagram showing the requested restrictions. A detailed narrative should supplement your parking plan.

CHECK ALL APPLICABLE SPECIAL EVENT USES:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Live Band | <input type="checkbox"/> D.J. | <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> P.A. |
| <input type="checkbox"/> Games | <input type="checkbox"/> Camera/Photography | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Carnival Rides |
| <input type="checkbox"/> Jumper/Bouncer | <input type="checkbox"/> Vehicle Display | <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Food Vendors |
| <input type="checkbox"/> RV ____#____ sizes | <input type="checkbox"/> Banners | <input type="checkbox"/> Balloons | <input type="checkbox"/> Temporary Tent |
| <input type="checkbox"/> Canopy(ies) ____#____ sizes | <input type="checkbox"/> Generators ____#____ (Watts/HP) | <input type="checkbox"/> Other | |

SIGNS - Describe all on and off-site temporary signs, including quantity and size. Off-site signs include signs located on the public right of way (i.e. sidewalks, center medians, etc). On-site signs include those located on private property for promotional and/or directional purposes. A separate Temporary Sign Permit for on-site signs will be required.

SIGNATURE:

DATE:

TITLE:

TYPE/PRINT FULL NAME:

OFFICE USE ONLY

<input type="checkbox"/> Received Date: _____	<input type="checkbox"/> Incomplete Date: _____	Receipt No.	Case No:
	<input type="checkbox"/> Complete Date: _____		
Event Address(es):			
Comments:			

COMMUNITY DEVELOPMENT DEPARTMENT

The request for a Temporary Use is:

Approved **Denied**

without Conditions of Approval

with Conditions of Approval

Approval Letter Date: _____ **Denial Letter Date:** _____

Comments:

Signature: _____ Title: _____ Date: _____

PUBLIC SAFETY DEPARTMENT (INCLUDES SHERIFF'S DEPT.)

The request for a Temporary Use is: **Approved** **Denied**

Comments:

Signature: _____ Title: _____ Date: _____

ADMINISTRATIVE SERVICES DEPARTMENT

The request for a Temporary Use is: **Approved** **Denied**

Comments:

Signature: _____ Title: _____ Date: _____

PARKS AND RECREATION DEPARTMENT

The request for a Temporary Use is: **Approved** **Denied**

Comments:

Signature: _____ Title: _____ Date: _____