



Planning Department Application Packet

SPECIAL EVENT PERMIT

DESCRIPTION: A special event permit is required for any event that involves a group of 75 or more people, either as participants or spectators. Events that take place within County facilities and do not exceed the normal capacity of the facility do not require a special event permit. Private events such as weddings, birthdays and other similar celebrations which do not have the potential to adversely impact public health, welfare and safety do not require a special event permit.

The following packet of information has been prepared to assist you in processing your special event permit with Alpine County. Submittal requirements and review procedures differ depending upon the nature of the proposed event. Events with more than 500 people require a public hearing with the Alpine County Planning Commission.

APPLICATION FEES AND DEPOSITS

An application fee or deposit must be paid to the Alpine County Planning Department concurrent with submitting the special event permit application. The amount is determined by the number of participants in the event. Participants include patrons, spectators, staff, vendors, exhibitors, entertainers, and other persons who will be present during the event.

<u>Size</u> (#Participants and/or Spectators)	
76-100	\$45
101-250	\$75
251-500	\$175
501+	\$500 for profit, \$250 non-profit

*State certified non-profit designation or public agencies, religious, fraternal, or service organizations directly engaged in local civic or charitable efforts in accordance with M.C.3.04.050.

For events with more than 500 participants and/or spectators, an initial development processing deposit in the amount specified above is required. If deposited funds are reduced to less than 25% of the initial deposit amount during project processing, additional funds will be required in order to continue with processing. Any balance remaining after processing is completed and all conditions of approval satisfied will be refunded. A separate and additional deposit will be required for environmental processing if applicable to the proposed special event.

APPLICATION REQUIREMENTS AND PROCESSING

The requirements for a special event permit application are described in the attached checklist. Applicants are encouraged to contact the Planning Department in advance of submitting the application to discuss the requirements. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable. Applications must be complete before processing will begin. The Planning Department will check the application to determine if it is complete. If incomplete, the applicant will be notified of the items that are necessary to complete the application.

OTHER PERMITS, LICENSES AND DEPOSITS

Other permits, licenses and deposits may be required for the event. If so, these requirements must be satisfied prior to the event. The conditions of approval for the special event permit may include time frames for satisfying these requirements. These other permits, licenses and deposits may include, but not be limited to, the following:

- Encroachment permit issued by Alpine County Public Works Department for access, use and closure of County roads, phone 530-694-2140.
- Building permit issued by Alpine County Building Department for temporary structures, electrical connections and other items covered by County Building Codes, phone 530-694-2140.
- Business license issued by Alpine County Treasurer, phone 530-694-2286.
- Food and beverage service permit issued by Alpine County Health Department, phone 530-694-2146.
- Alcoholic beverage permit issued by the California Department of Alcoholic Beverage Control (ABC). Information available at: www.abc.ca.gov/permits/permits.html.
- Encroachment permit issued by California Department of Transportation (Caltrans) for use of state highways. Information available at: www.dot.ca.gov/hq/traffops/developserv/permits/.
- Site restoration deposit and/or facility rental payable to Alpine County Public Works Department for the use of any County-owned land or facilities (roads, buildings, park areas, etc), phone 530-694-2140.

PERMIT PROCESSING AND APPROVAL

Special event permits for 500 or fewer participants can be approved by the Planning Director. Events with 501 or more participants require a public hearing with the Alpine County Planning Commission.

75-500 Participants: A complete application must be filed with the Planning Department at least 14 days prior to the event. If possible, the Planning Department recommends that the application be filed three to four weeks prior to the event. Decisions made by the Planning Director to approve, approve with conditions or deny the special event permit may be appealed to the Alpine County Planning Commission as provided in Alpine County Code Section 18.88.

501+ Participants: A complete application must be filed at least 60 days prior to the date of the event. If environmental review is necessary additional time for review will be required. Applicants for events with over 501 participants should contact the Planning Department two to three months in advance of the event date to determine the required review time and potential public hearing dates. Following the public hearing, the Planning Commission may approve, approve with conditions or deny the application. The decision of the Planning Commission may be appealed to the Alpine County Board of Supervisors as provided in Alpine County Code Section 18.88.

Required		SPECIAL EVENT PERMIT APPLICATION CHECKLIST
Yes	No	
APPLICATION FORM, AUTHORIZATION AND WRITTEN DOCUMENTS		
		1. Application form completed and signed by the applicant.
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or a separate letter of authorization.
		3. Written description of the proposed event including the proposed location(s), types of activities, duration and hours of activities, and general description of the event location(s).
		4. Written description of security and public safety for the event including use of both private security and public agencies such as County Sheriff and California Highway Patrol, locations and hours on duty
		5. Written description of emergency medical services to be utilized including types and number personnel, locations and hours on duty
		6. Written description of other necessary services including, but not limited to, sanitation garbage disposal, recycling and transportation (shuttles) and other event support services.
MAPS AND PLANS		
		7. Vicinity map showing the location(s) of the property where the event will be located and the location of surrounding properties, public roads, public trails and other improvements.
		8. Site plan and/or map , legibly and accurately drawn to scale, showing the location of the all of the following items if applicable to the proposed event: <ul style="list-style-type: none"> • property boundaries • all proposed activities • vehicle and pedestrian access routes into and within the event site, including emergency access • parking areas, including all off site parking • shuttle routes including all stops and drop off locations • buildings or structures to be utilized (including portable or temporary facilities) • street closures (if any) • travel routes and mode of transportation if the event includes such activities • vendor areas, including food and beverage service • emergency medical facilities • fire protection equipment, including portable water supplies if applicable • water and sanitary facilities (water supplies, toilets, hand washing stations and portable showers) • garbage disposal and recycling areas • camping areas • event signs • any other facilities and/or activity areas associated with the event
INSURANCE AND LIABILITY CERTIFICATIONS		
		9. Insurance Certificate Endorsement naming the County of Alpine, its officers, agents and employees as additionally insured.
		10. Proof of liability insurance in the amount of \$1,000,000.



SPECIAL EVENT PERMIT APPLICATION

Alpine County Planning Department
 50 Diamond Valley Road Markleeville, CA 96120
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY: Received by _____ Date _____ Deposit/Fees paid _____ Receipt # _____ Case # _____
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SECTION 1			
SPECIAL EVENT INFORMATION			
Event Name			
Event Location/Address			
Organization Name:	Business License No.:	Non Profit No.:	
PROPERTY OWNER INFORMATION			
Name			
Address			
City	State	Zip	
Phone	Fax	Cell	Email
APPLICANT/AGENT INFORMATION (If different from property owner)			
Name			
Address			
City			
Phone	Fax	Cell	Email
AUTHORIZATION AND ACKNOWLEDGEMENTS			
<p>I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.</p> <p>I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.</p> <p>By signing below, the applicant and property owner shall defend, hold harmless and indemnify Alpine County and all officers and employees of Alpine County from all costs and claims for damages to real and personal property or personal injury to any third party resulting from the event.</p>			
SIGNATURE OF PERSON SUBMITTING APPLICATION			DATE
PROPERTY OWNER SIGNATURE			DATE

SECTION 2

DETAILED SPECIAL EVENT INFORMATION

Event Description:

Date(s) of Event

Hours of Event

From:

To:

Estimated Number of Participants (include patrons, customers, staff, vendors, entertainers and all others that will be present):

SPECIAL EVENT COMPONENTS (CHECK ALL THAT APPLY TO YOUR EVENT)

- Alcohol
- Amplified Music/P.A. System
- Animals
- Banners/Signs
- Bleachers
- Carnival Rides
- Circus
- Dancing
- Equestrian(Shows/Trail Rides)
- Fireworks
- Inflatable Structures/Devices
- Lighting
- Live Entertainment
- Parade
- Parking (offsite)
- Parking Fees

- Rodeo
- Security
- Street Banner(s)
- Street Barricade(s)
- Street Closure(s)
- Street Cones
- Temporary Electrical
- Tents Toilets
- Use of Public Facilities/Parks/Parking Lots
- Use of Other Private Properties
- Vendors
- Vendors (retail)
- Water Hook-Up
- Other_____
- Other_____
- Other_____

SECTION 3 (COUNTY STAFF USE ONLY)

A. OTHER PERMITS/LICENSES/DEPOSITS REQUIRED

Required (check)	Item	Agency	Estimated Fee (if known)
	Encroachment Permit (County Roads)	Alpine County Public Works	
	Building Permit	Alpine County Building Department	
	Food/Beverage Permit	Alpine County Health Department	
	Alcoholic Beverage Permit	ABC (State of California)	
	Business License	Alpine County Treasurer	
	Encroachment Permit (State Highways)	Caltrans	
	County Site/Facility Use Fee/Restoration/Clean Up	Alpine County Public Works	
	Campfires/Burning	Fire Department:	
	Federal Lands	BLM and/or USFS	
	State Lands	California Dept. of Fish and Game	
	Other (list if known)		

B. ACTION TAKEN AND CONDITIONS OF APPROVAL

- Denied
- Approved, subject to conditions checked below

<input type="checkbox"/> Applicant shall provide liability insurance in the amount of \$1 million.								
<input type="checkbox"/> Applicant shall provide County with insurance certificate naming the County of Alpine; it=s officers, agents and employees as additional insured prior to permit approval.								
<input type="checkbox"/> Event banners may be placed within the site								
<input type="checkbox"/> Location of activities shall comply with the attached site plan.								
<input type="checkbox"/> Any use of a public address system and/or amplification must fall within County Ordinance No. 18.68.090 limits as follows: <table style="margin-left: 20px; border: none;"> <tr> <td>Urban Residential having 5 acres or less density</td> <td>60 dB (A)</td> </tr> <tr> <td>Urban Residential having over 5 acres density</td> <td>55 dB (A)</td> </tr> <tr> <td>Institutional (INS) or Planned Development (PD)</td> <td>65 dB (A)</td> </tr> <tr> <td>Commercial Recreational (CR)</td> <td>70 dB (A)</td> </tr> </table>	Urban Residential having 5 acres or less density	60 dB (A)	Urban Residential having over 5 acres density	55 dB (A)	Institutional (INS) or Planned Development (PD)	65 dB (A)	Commercial Recreational (CR)	70 dB (A)
Urban Residential having 5 acres or less density	60 dB (A)							
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Institutional (INS) or Planned Development (PD)	65 dB (A)							
Commercial Recreational (CR)	70 dB (A)							
<input type="checkbox"/> Lighting for the site shall be directed downward to minimize glare impact to motorists and adjacent properties								
<input type="checkbox"/> Security measures shall be provided by the applicant in compliance with the Alpine County Sheriff=s Department approval.								
<input type="checkbox"/> A cash deposit of \$_____ shall be submitted to the County to ensure site and right-of-way restoration. All structures, apparatus, and appurtenances shall be removed from the premises within seven days following the event. The applicant shall be responsible for restoring the site and right-of-way to its original condition within seven days following the event. If the site has not been restored by deadline, the County will restore the site and right-of-way at the applicant=s expense. The planner shall determine deposit amount.								
<input type="checkbox"/> Applicant shall comply with the other items indicated in Section 3A above. This permit approval becomes invalid if the required items have not been satisfied.								
<input type="checkbox"/> The County reserves the right to revoke the permit if it determines that the public health, welfare, and/or safety may be at risk.								
<input type="checkbox"/> Applicant shall notify by mail at least 5 calendar days prior to the event, all residents within 300 feet of the event site of the date and operational characteristics of the event.								
<input type="checkbox"/> Other Conditions (see attachment)								

C. SIGNATURE AND DISTRIBUTION

Staff Planner	Date
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Copies Distributed:			
<input type="checkbox"/> Applicant	<input type="checkbox"/> Caltrans	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Public Works
<input type="checkbox"/> Bear Valley CSA	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Health Department	<input type="checkbox"/> Sheriff
<input type="checkbox"/> BLM Carson City	<input type="checkbox"/> CHP	<input type="checkbox"/> KMPUD	<input type="checkbox"/> USFS
<input type="checkbox"/> Building Department	<input type="checkbox"/> County Treasurer	<input type="checkbox"/> Library	<input type="checkbox"/> Other
<input type="checkbox"/> Cal. Fish & Game:	<input type="checkbox"/> File	<input type="checkbox"/> Museum	<input type="checkbox"/> Other