



**CITY OF ALISO VIEJO**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
 PLANNING SERVICES DIVISION  
 12 JOURNEY, SUITE 100  
 ALISO VIEJO, CA 92656  
 Phone: (949) 425-2525

# Special Event Application

# FORM PS-210

## THIS APPLICATION MUST BE COMPLETED FOR ALL PERMITS/APPROVALS

**Project Case No:** (for City Use Only) \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

**1. Application Type:** (check appropriate box for type of approval needed)

**Application Fees:**

**Special Event:** Any temporary event not exceeding thirty (30) days, whether indoors or outdoors, involving two hundred fifty (250) or more persons, which is inconsistent with the permanent use to which the property may legally be put, or the occupancy levels permitted on property; or any public assembly as defined in Chapter 11.05 of the Aliso Viejo Municipal Code (AVMC); or any event, regardless of the number of persons involved, requiring full or partial street closure, which occurs on a public street, sidewalk, alley, or other public right-of-way, and/or which is likely to obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic.

90 days prior to event:  
  
Late applications (30 and 90 days):

<u>Application Fee:</u>	_____
<u>Microfilm/Scanning Fee:</u>	_____
<b>Total:</b>	_____

**Temporary Outdoor Promotion:** An outdoor commercial event of limited duration, such as grand-openings, outdoor sales and seasonal promotions, occurring on non-residential, private-property. Temporary outdoor promotions are limited to ten (10) consecutive days per event and a maximum of four (4) events per year, unless provided otherwise in an approved site development permit pursuant to AVMC Section 15.74.020. Temporary outdoor promotion permits shall be issued only to approved permanent commercial or business establishments in the city for on-site events and activities.

10 working days prior to event:  
  
Late applications:

<u>Application Fee:</u>	_____
<u>Microfilm/Scanning Fee:</u>	_____
<b>Total:</b>	_____

\*Fees posted above include a 5% technology fee.

**2. Applicant/Agent:**

Name: \_\_\_\_\_ Company/Corporation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Event Organizer / Person Present and in Charge During Event (if same as above, provide alternate):**

Name: \_\_\_\_\_ Company/Corporation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Will this person be present on the day of the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, provide name & phone number of who will be present:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**4. Please Describe the Special Event in Detail (provide additional sheets if necessary):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Event Information:**

Date(s) of Event: \_\_\_\_\_ Number of Participants / Spectators: \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Setup Start Time: \_\_\_\_\_ Cleanup End Time: \_\_\_\_\_  
 Event Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Please list all vehicles, animals, and special stage/setups used for the Event. Use additional sheets if necessary.

Anticipated parking need: \_\_\_\_\_ (spaces) Will Sound amplification be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Portable Restroom Facilities Provided: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, how Many: Regular: \_\_\_\_\_ ADA: \_\_\_\_\_

Existing Restroom Facilities Used: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, where are they located: \_\_\_\_\_

Indicate whether food, beverages, merchandise, or alcoholic beverages will be sold or dispensed at the Special Event; statement of service containers and utensils (pursuant to Ordinance No. 2004-060, Polystyrene food service products are prohibited).

Location of first aid or emergency aid stations

Statement of proposed plan for trash and litter collection, recycling, cleanup, and trash removal after the event:

**\*Please provided any supplemental information requested by the City in order to properly evaluate the application. See Pages 3 & 4.**

**APPLICATION AND APPEAL PROCESS:**

- (a) An application submitted without said application fee will be deemed incomplete. An application will be deemed complete unless, within five (5) working days, the applicant is given written notice that the application is incomplete and told what information is missing, either in person or by a letter addressed to the applicant and deposited in the U.S. mail.
- (b) Within ten (10) working days of receipt of a completed application for a special event permit and with five (5) working days of receipt of a completed application for a temporary outdoor promotion permit, the Community Development Director (Director) shall issue a permit, unless denial of the permit is mandated under Section 11.05.100 of the Aliso Viejo Municipal Code.
- (c) The Director shall impose conditions on any permit issued to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property, and to control vehicular and pedestrian traffic in and around the venue. The Director shall impose conditions on the temporary outdoor promotion permit to prevent negative impacts to surrounding persons and properties and to ensure compliance with provisions of the municipal code.
- (d) Up until the third (3<sup>rd</sup>) working day after the date on which the notice was delivered personally or via facsimile to the applicant, the applicant can appeal the decision or any conditions imposed. The city council shall hear the applicant's appeal no later than fourteen (14) days following its filing at a regular meeting, if scheduled, or a special meeting, if necessary. The applicant, by written request, may waive the time limits for the hearing on appeal to the city council, but not waive the time limit within which an appeal may be filed.
- (e) All special event applications are subject to the actual cost of radius public noticing as deemed necessary by the Director.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## SUPPLEMENTAL INFORMATION FOR SPECIAL EVENTS AND TEMPORARY OUTDOOR PROMOTIONS

All items are required to be submitted unless otherwise approved by the Director

- Property Owner Approval.** Letter from property owner approving use of site for event or temporary outdoor promotion.
- Sponsoring Organization.** Letter from sponsoring organization acknowledging the event. Include the following:
  - Name, address and telephone number of the organizations and the authorized head of the organization; and
  - Name of person designated as the applicant by an organization.
- Event Description.**
  - Detailed statement describing the nature and details of the event; and
  - Written statement regarding the manner of providing notice of the permit conditions to permit participants and those businesses or residents who may be directly affected by the conduct of the special event or temporary outdoor promotion.
- Site Plan & Floor Plan.** Include the following:
  - Location of the special event or temporary outdoor promotion;
  - Event boundaries, the street or other public property, and the specific area or areas for the proposed special event or temporary outdoor promotion;
  - If on private property, provide business name, street address and telephone number at which the special event or temporary outdoor promotion will be conducted;
  - Include labels on how different areas will be used (e.g., dance floor, bar area, etc.). Provide dimensions;
  - Include existing and proposed structures (e.g., buildings, portable restrooms, amusement rides, etc.);
  - Areas designated for parking; and
  - Entrances and exits. Include those identified as fire exits.
- Parking Plan.** Address anticipated parking need and parking plan for the special event or temporary outdoor promotion. If parking is on private property, provide letter of approval from property owner.
- Seating Plan.** Identify seating for the special event or temporary outdoor promotion, if applicable, and the maximum legal occupancy of the proposed premises, if applicable.
- Security Plan.** Include the provisions for the following:
  - Use of traffic control devices, including traffic signs and signals, cones and barricades, for control of pedestrian and vehicular traffic;
  - Map of street closures and detours;
  - Proper direction of participants; and
  - Prevention of unlawful conduct by participants and attendees.
- Sound & Noise Plan.** Include if sound amplification equipment will be used. Identify plan for control of noise, including, but not limited to, the noise generated by amplification equipment, motors and other equipment that may affect nearby premises, with special attention to prevention of noise nuisance to nearby residences, if any, subject to the noise standards set forth in chapter 8.12 of the municipal code.
- Proof of Insurance.** For all special events, the applicant must obtain, furnish proof of, and maintain, a policy of insurance issued by an insurance company authorized to do business in the State of California. The insurance policy shall be endorsed to name the City of Aliso Viejo and its elected and appointed boards, officers, agents, and employees as an additional insured, and shall provide that any other insurance maintained by the City of Aliso Viejo shall be in excess of, and not contributing to, the insurance coverage provided the City of Aliso Viejo under the applicant's policy. The minimum limits of liability shall

in no case be lower than one million dollars (\$1,000,000), combined single limits, per occurrence and in the aggregate.

- Health Permit.** Required if sale or distribution of food occurs. Provide copy. Contact County of Orange Health care Agency at (714) 834-4722.
- Temporary Animal Permit.** Required if live animals are present (i.e., pony rides, petting farm, etc.). Provide copy. Contact Mission Viejo Animal Services at (949) 470-3045 for more information.
- Orange County Fire Authority.** For all special events, the Applicant shall obtain all required permits from Orange County Fire Authority. Please submit a completed form and a plan and/or map of the proposed event including as much detail as possible regarding your event. Submit plans to [specialevents@ocfa.org](mailto:specialevents@ocfa.org) or contact OCFA at (949) 347-2240.
- Water Quality for Special Events Form.** Form available from City of Aliso Viejo Environmental Services Department representative at (949) 425-2535.
- Signs & Banner Plan:**
  - For special event signs on private property for non-profit noncommercial events, signage shall be limited to two (2) per parcel, twelve (12) square feet, and six (6) feet high. It may be posted no sooner than 30 days before the event, and shall be removed within three (3) days after the event. No sign shall be placed upon private property without the express written approval of the property owner. All such signs shall be removed promptly upon the request of the property owner or occupant. All signs shall include the name and telephone number of the person or organization responsible for the sign. A sign permit from the Building Department is required.
  - For special event street banners in the public-right-of-way for non-profit noncommercial events, signage shall be limited to two (2) per event, twenty-four (24) square feet, and height shall be as determined by height of street lights and banners shall have a minimum ground clearance of fourteen (14) feet. Banners shall be mounted only to street lights and not to traffic signal posts even if they also contain street lights; banner copy shall not refer to specific product; reflective material or lettering is prohibited; banners are permitted for a continuous period of up to forty-five (45) days per year; and any street banner which becomes damaged shall either be repaired or removed within twenty-four (24) hours. A sign permit from the Building Department is required.
  - For temporary outdoor promotion permits, signage shall be limited to one (1) banner, up to fifty (50) square feet, contained within the linear frontage of the building space of the establishment, except that the director of planning services may approve alternate on-site locations in unique circumstances applicable to the property. A sign permit from the Building Department is required.
- Parades, Races & Public Assemblies.** Events that require full or partial street closures shall provide the following information:
  - Assembly point for the event, including the time which people and/or units of the event will begin to assemble and location of the disbanding area;
  - Proposed route travelled, including maximum length of the special event in miles or fractions of miles;
  - Whether the parade or other special event will occupy all or only a portion of the streets proposed to be travelled;
  - Estimate of the approximate number of persons who will be participating in the event and an estimate of the approximate number of persons observing the event; and
  - Property owner approval if the event is assembly or disbanding on private property.
- Medical Operations Permit & Air-medical Operations Permit.** Medical operations permits shall be required for any special event where, in the opinion of the fire chief, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons participating in the special event or the projected impact to the emergency medical services system within the city. Contact Orange County Fire Authority for more information.