



## CITY OF DANA POINT

33282 Golden Lantern, Suite 209  
Dana Point, CA 92629  
(949) 248-3500 | www.danapoint.org

## SPECIAL EVENTS PACKET

### SPECIAL EVENT PERMIT REQUIREMENTS

#### SINGLE , COMPREHENSIVE, MASTER EVENTS, FILM/VIDEO/PHOTOGRAPHY, AND VENDOR PERMITS

The City of Dana Point cannot consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the Site Plans. Both existing and proposed conditions must be shown.

***(The applicant or agent must hand deliver all the required exhibits)***

#### **A. ITEMS REQUIRED FOR FILING:**

- *All plans, and other documents must be submitted on sheets not less than 8 ½" x 11" in size, and not greater than 11" x 17" in size.*

#### **1. Completed Project Information Packet:**

- Application Form
- Special Event activity Questionnaire
- Property Owner Authorization Form
- Proof of HOA Review *(if applicable)*

#### **2. Permit Processing Fees:**

- Application processing fee of \$35.00 (Single Event)
- Application processing fee of \$190.00 (Comprehensive Single Event 8 max.)
- Application processing fee of \$1,900.00 (Master Event Plan 9 or more)
- Application processing fee of \$584.00 (Major Event)
- Application processing fee of \$50.00 (Film, Video, Photography)
- Application processing fee of \$166.00 (Vendor)
- Application processing fee of \$35.00 (Seasonal Commercial Activity)
- Additional Fees associated with Event Permit:
  - Minor Conditional Use Permit (Alcohol Service or Sales) \$392.00
  - Banner fee \$50.00 (each banner)
  - Clean-up Deposit \$150.00 (separate check collected)
  - Postage Fee for Notification Required \$(postageXaddresses)
  - Return Check Fee \$25.00

#### **3. Site Plans (5 Sets):**

*(Containing **ALL** the following information)*

- Vicinity Map, which clear shows the location of the site
- Scale, north arrow, and date prepared
- Property lines of building site and their dimensions
- Ultimate street right-of-way lines designated
- Parking
- Access: driveways, access points, curb cuts, and vehicular circulation
- Trash facilities: show location of all trash locations
- Any structures *(Temporary structure such as tents, etc.)*
- Location of various activities *(bands, dance floor, booths, exhibits, etc.)*
- Barricades
- Electrical Detail provided *(if needed must obtain permit from Building Dept.)*
- Storage on-site

- Restrooms on-site or provided
- BMPs (*Best Management Practice, for maintenance of site*)
- WRITE IN AN ADDITIONAL REQUIREMENTS TO BE SHOWN SPECIAL TO THIS EVENT
- \_\_\_\_\_

**4. Notification Package:**

- One copy of a certified list of the names and addresses of all owners (including all condominium unit owners) **as required by determination of the Community Development Director** of the exterior boundary of the subject property prepared for the latest tax rolls
- (2) sets of printed address labels for all properties within the notification area
- Copies of the Assessor's maps including properties notified
- Postage for mailing of notifications

**5. Proof of Liability Insurance of at least \$1,000,000.00**

- The City of Dana Point must be included as an additional insured party.*
- Policy must list the following: *"The City of Dana Point, its employees, officials, and agents, 33282 Golden Lantern Suite 212 Dana Point, CA 92629, The insurance is Primary and Non-contributory."*

**6. An Encroachment Permit issued by the Engineering Division**

*(For events occurring in the public right-of-way.)*

**7. Banner Permit for temporary signage**

*(\$50.00 per banner)*

**8.**

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**9.**

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**10.**

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**B. NOTICE TO APPLICANTS:**

1. To file an application, the applicant or his agent needs to bring all the exhibits described above to the City of Dana Point located at 33282 Golden Lantern, Dana Point, California 92629. After staff has briefly reviewed the plans and application to assure all the basic items are included and in the proper format, and the fees have been paid, the project will be deemed filed. Filing Hours are 7:30 a.m. to 5:00 p.m., Monday through Thursday, and 7:30 to 4:00 p.m. on Friday. Closed on Federal Holidays.
2. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that the applicant, representative or property owner should be present at all hearings.
4. All correspondence and reports will be mailed to the project applicant/agent only.
5. If you have any questions regarding the above, please call the City of Dana Point at (949) 248-3500.



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<b>For Office Use Only</b>	
<input type="checkbox"/>	Private Property Use Permit
<input type="checkbox"/>	Public Property Use Permit
<input type="checkbox"/>	Park Use Permit

## SPECIAL EVENT PRE SUBMITTAL QUESTIONNAIRE

SINGLE , COMPREHENSIVE, MASTER EVENTS, FILM/VIDEO/PHOTOGRAPHY, AND VENDOR PERMITS

### GENERAL INFORMATION:

Name of Event:

Sponsoring Organization:

Location:

Estimated Attendance:

Date(s):

Time(s):

Admission Fee:

Person(s) in Charge:

Phone:

Phone:

Contact for Public Event Info:

Phone:

### EVENT DETAILS:

Description of Event:

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Has this event been held before?

When: \_\_\_\_\_ (YES) (NO)

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Does any portion of this event occur on a city street?

Describe: \_\_\_\_\_ (YES) (NO)

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Does any portion of this event occur on a city sidewalk?

Describe: \_\_\_\_\_ (YES) (NO)

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Does any portion of this event occur on a city park?

Describe: \_\_\_\_\_ (YES) (NO)

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Is this event open to the public?

Describe: \_\_\_\_\_ (YES) (NO)

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**Is parking provided on-site for event?**

*(Identify parking location and number for participants, staff and attendees on site plan)*

*Describe:*

(YES) (NO)

**Is parking displaced on-site as a result of the event?**

*Describe:*

(YES) (NO)

**Will the event include a request for Police Services?**

*Describe:*

(YES) (NO)

**Are any road closures requested for this event?**

*Describe:*

(YES) (NO)

**Will any portion of event be held on land affiliated with an HOA?**

*Describe:*

(YES) (NO)

**Alcohol served?**

*Describe (will alcohol be sold?):*

(YES) (NO)

**Food served?**

*Describe (will food be sold?):*

(YES) (NO)

*Contact Name:*

*Phone Number:*

*Where will food be prepared:*

**Drawing, Raffle, or Casino?**

*Describe:*

(YES) (NO)

**Is sound amplification being used?**

**(Outdoors) (Indoors) (Both)**

*Hours of Use:*

(YES) (NO)

*Describe:*



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# SPECIAL EVENTS PACKET

## SPECIAL EVENT PROPERTY OWNER AUTHORIZATION

SINGLE , COMPREHENSIVE, MASTER EVENTS, FILM/VIDEO/PHOTOGRAPHY, AND VENDOR PERMITS

**Are Canopies or Tents being utilized?** *(Indicate locations on site plan)*

Size: \_\_\_\_\_ Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_ (YES) (NO)  
Describe: \_\_\_\_\_

**Are booths, bleachers, stages or other structures being installed?** *(Indicate locations on site plan)*

Describe: \_\_\_\_\_ (YES) (NO)  
\_\_\_\_\_  
\_\_\_\_\_

**Are signs or banners to be installed?** *(Indicate locations in site plan)*

Size: \_\_\_\_\_ Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_ (YES) (NO)  
Describe: \_\_\_\_\_

**Are generators, large vehicles, boats, or other equipment utilized in conjunction with the proposed event?**

*(Indicate locations in site plan)*

Describe: \_\_\_\_\_ (YES) (NO)  
\_\_\_\_\_  
\_\_\_\_\_

**Is there television or radio coverage of the proposed event?**

Describe: \_\_\_\_\_ (YES) (NO)  
\_\_\_\_\_  
\_\_\_\_\_

**Any pyrotechnics or stunts performed?**

Describe: \_\_\_\_\_ (YES) (NO)  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information?**

Describe: \_\_\_\_\_ (YES) (NO)  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH SITE PLAN; BANNER/TEMPORARY SIGN PERMIT APPLICATION, PHOTOS, PROOF OF LIABILITY INSURANCE, AND/OR OTHER SUPPORTING DOCUMENTS.**

\_\_\_\_\_

I hereby certify that I (we) am (are) the legal owner(s) or (authorized agents) of record of the property which is the subject of this application. I understand that false or otherwise incorrect information shall be grounds for disapproval of the application or revocation of an approved application.

Name of Event:

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Sponsoring Organization:

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Location:

Estimated Attendance:

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Date(s):

Time(s):

Admission Fee:

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***The following person(s) is/are authorized to hold the event described above on my property:***

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Name :

Name :

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Mailing Address:

Mailing Address:

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City, State, Zip:

City, State, Zip:

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Phone:

Phone:

---

Email:

Email:

---

***Property Owner Information:***

---

Name :

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Mailing Address:

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City, State, Zip:

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Phone:

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Email:

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**CHOOSE ONE:**

- I AM THE SOLE OWNER AND HEREBY AUTHORIZED THE FILING OF THIS APPLICATION
- I OWN THE PROJECT SITE JOINTLY WITH ONE OR MORE PERSONS AND AM EMPOWERED TO AUTHORIZE THE FILING OF THIS APPLICATION ON BEHALF OF MY FELLOW PROPERTY OWNERS; OR,
- I OWN THE PROJECT SITE IN CONJUNCTION WITH ONE OR MORE PERSONS WHO ARE LISTED WITH THEIR ACKNOWLEDGEMENT AND AUTHORIZATION FOR THE FILING OF THIS APPLICATION ATTACHED FOR ADDITIONAL PROPERTY OWNER AUTHORIZATION/ACKNOWLEDGEMENTS

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SIGNATURE

DATE

**(TO BE FILLED OUT BY CITY OF DANA POINT STAFF)**

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<b>DEPARTMENT:</b>	<b>REVIEWER:</b>	<b>COMMENTS:</b>	
<b>Administration</b>		<b>DATE:</b>	
<b>Engineer</b>		<b>DATE:</b>	
<b>Building</b>		<b>DATE:</b>	
<b>Planning</b>		<b>DATE:</b>	
<b>Police Services</b>		<b>DATE:</b>	
<b>Parks</b>		<b>DATE:</b>	
<b>Code Enforcement</b>		<b>DATE:</b>	
<b>Risk Management</b>		<b>DATE:</b>	