



CITY OF DANA POINT
PLANNING DEPARTMENT

SPECIAL EVENT PERMIT APPLICATION

The Community Development Department 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, legal descriptions, and other documents must be submitted on sheets not less than 8 ½" x 11" in size, and not greater than 24" x 36" in size.*

NOTE:



The planner who provides this sheet will check (X) the box if the item is required for your application.



1. Completed Project Information Packet:

- Application Form.
- Special Event activity Questionnaire.
- Property Owner Authorization Form.



2. Processing Fees Paid:

- Application processing fee of **\$35.00**.



3. Site Plan: *(Containing the following information)*

- Vicinity map which clearly 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, etc.) existing and proposed circulation pathways.
- Trash facilities: Show location of all trash containers.
- Any membrane structures. (temporary structures)
- Location of various event activities. (i.e. band, dance floor booths, etc.)
- Barricades.
- Location of all storm-drain inlets and/or the low points on the proposed project site.
- Location of all portable toilets (if proposed).
- (For car wash events specifically), indicate Best Management Practices (BMPs) to be implemented. Specifically identify secondary containment and/or storm drain BMPs.

- 4. **Notification Package:**
 - One copy of a certified list of the names and addresses of all property 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 indicating 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.)

- 6. **An Encroachment Permit issued by the Engineering Division.**
(For events occurring in the public right-of-way)

- 7. **Banner Permit for temporary signage.**

- 8. _____

- 9. _____

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 Community Development Department located at 33282 Golden Lantern, Suite 212, Dana Point, California 92629. You will want to meet with a Staff Planner. After they have 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 5:30 p.m., Monday through Thursday, and 7:30 to 4:30 p.m. on Friday. Closed on Federal Holidays.
2. Your project will be assigned to one of the City of Dana Point's Planners. Your Planner will be responsible for managing the City's analysis of your proposed project.
3. 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.
4. It is recommended that the applicant, representative or property owner should be present at all hearings.
5. All correspondence and reports will be mailed to the project **applicant/agent** only.
6. If you have any questions regarding the above, please call the Planning Department at (949) 248-3563.



CITY OF DANA POINT
PLANNING DEPARTMENT

SPECIAL EVENT PRE-SUBMITTAL QUESTIONNAIRE

Name of the Event: _____

Sponsoring Organization: _____

Location: _____ **Estimated Attendance:** _____

Date(s): _____ **Time(s):** _____ **Admission Fee:** _____

Person(s) in Charge: _____ **Phone:** _____

_____ **Phone:** _____

Contact for Public Event Information: *(if applicable)* _____ **Phone:** _____

Description of the Event

(See attached water quality requirements to be conducted during proposed special event – if applicable):

Has this event been held before? (YES) (NO)

When: _____

Any portion of this event to occur on a city street, sidewalk, park? (YES) (NO)

Is this event open to the public? (YES) (NO)

Describe: _____

Is parking provided on-site for event? (YES) (NO)

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

Describe: _____

Is parking displaced on-site as a result of the event? (YES) (NO)

Describe: _____

Will the event include a request for Police services? (YES) (NO)

Describe: _____

Are any road closures requested for this event? (YES) (NO)

Describe: _____

Alcohol served? (YES) (NO) Alcohol sold? (YES) (NO)

Describe: _____

Food served? (YES) (NO) Food sold? (YES) (NO)

Describe: _____

Where is it being prepared? _____

Contact Person: _____ Phone Number: _____

Drawing, Raffle, or Casino? (YES) (NO)

Describe: _____

Is sound amplification being used? (YES) (NO)

(Outdoors) (Indoors) (Both) Hours of use: _____

Describe: _____

Are Canopies or Tents being utilized? (Indicate locations on site plan) (YES) (NO)

Size: _____ Date being installed _____ Date being removed _____

Describe: _____

Are booths, bleachers, stages or other structures being installed? (Indicate locations on site plan) (YES) (NO)

Describe: _____

Are signs or banners installed? *(Indicate locations on site plan)*

(YES) (NO)

Size: _____ Date being installed _____ Date being removed _____

Are generators, large vehicles, boats, or other equipment utilized in conjunction with the proposed event? *(Indicate locations on site plan)*

(YES) (NO)

Describe: _____

Is there television or radio coverage of the proposed event?

(YES) (NO)

Describe: _____

Any pyrotechnics or stunts performed?

(YES) (NO)

Describe: _____

Additional Information:

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

Determination:

┆ Administrative
┆ Major
┆ Police Services Required
┆ _____
┆ _____

By: _____ Dept.: _____ Date: _____

By: _____ Dept.: _____ Date: _____

By: _____ Dept.: _____ Date: _____



CITY OF DANA POINT
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PROPERTY OWNER AUTHORIZATION

I hereby certify that I (we) am (are) the legal owner(s) 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 the Event: _____

Sponsoring Organization: _____

Location(s): _____ **Estimated Attendance:** _____

Date(s): _____ **Time(s):** _____ **Admission Fee:** _____

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

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City, State, ZIP : _____	City, State, ZIP : _____
Phone: () _____ Fax: () _____	Phone: () _____ Fax: () _____
Email: _____	Email: _____

PROPERTY OWNER: <i>(please print)</i> Name: _____ Mailing Address: _____ City, State, ZIP : _____ Phone: () _____ Fax: () _____ Email: _____	CHOOSE ONE: <input type="checkbox"/> I am the sole owner and hereby authorize the filing of this application. <input type="checkbox"/> 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, <input type="checkbox"/> 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 Signature: _____ Date: _____
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APPLICANT ACKNOWLEDGEMENT: *(please sign, print name and date)*

I have read, understand, and will comply with applicable water quality requirements for the subject event.



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern • Dana Point, Ca 92629 • 949.248.3554 • www.danapoint.org

WATER QUALITY REQUIREMENTS FOR SPECIAL EVENTS

To prevent ocean pollution from the activities at your event and maintain compliance with required State storm water regulations, the City requires all event organizers, staff and vendors to implement the following Best Management Practices (BMPs) to provide effective measures for the control of pollution. The BMPs are designed to prevent litter and runoff from entering the street, gutters and storm drains which ultimately reach our beaches. The following are minimum BMPs, which may require modification for effective control. Any materials from your event (liquid or solid) that reach the streets and storm drains subject you to enforcement actions which can include clean up costs and monetary fines, so please read the BMPs carefully for each of the activities/ items that will be part of your event. Please remember that these requirements are in place to protect and improve our environment, creeks, and ocean. Should you have any questions, please contact Lisa Zawaski at 949-248-3584.

Please note that release of balloons (rubber, latex, mylar or other material) is not allowed. Balloons released into the environment cause creek and marine debris and harm land and marine wildlife.

ACTIVITY / ITEM	BEST MANAGEMENT PRACTICES (BMPs)
Trash/ Litter Management	<ul style="list-style-type: none">• Ensure that an adequate number of receptacles are provided for use by vendors and guests. Any overflowing containers observed shall be managed in a timely manner.• All waste receptacles shall be leak tight and equipped with lids or covers. Dumpsters shall be closed when not in use.• Walk the site and pick up trash periodically Trash should not be allowed to be blown away.• Hazardous and liquid waste shall not be disposed of in dumpsters or trash bins. Hazardous waste shall be disposed of properly at a hazardous waste facility. Liquid waste, such as cooking grease or other food related materials, shall be properly disposed of off-site by generator. Other non-hazardous liquids, such as left over beverages, ice bin residual, etc, should be disposed of in the sanitary sewer system through a sink or toilet, or poured on a pervious area, such as a landscaped or dirt/gravel area, where the liquids can be fully absorbed prior to leaving the site.• If commercial vendors/sales are involved, provide required recycling containers as set forth by City contract waste hauler.
Portable Toilets	<ul style="list-style-type: none">• Require your vendor to provide a secondary containment pan or storm drain inlet protection, if a spill could reach the storm drain.• Do not place portable toilets near or over a storm drain without secondary containment.• The contact information for the company responsible for the portable facilities must be clearly marked on or near the facilities.• Ensure adequate servicing to prevent overflows or leaks.• It is recommended that you request your vendor to stake down the portable toilets to prevent them from tipping over from wind or vandals, if appropriate.

Car Wash Fundraisers	<ul style="list-style-type: none"> • The use of an experienced car wash fundraiser vendor, with proper containment equipment such as a Prontowash, or dry methods are encouraged. • All car wash water must be contained on site and not allowed to drain to adjacent property or storm drains without treatment BMPs. • If there is adequate on-site area, car wash water may be allowed to absorb into a pervious (i.e. landscaped or gravel/dirt) area. The event water must be fully absorbed prior to leaving site. • If draining to a vegetated area, a filtering device, such as sand or gravel bags shall be used to collect sediment and debris prior to draining to the vegetated area. The collected debris shall be removed and disposed of properly at the end of the event. • A high pressure hose nozzle is encouraged to minimize water use and runoff. An automatic shut off nozzle is required per water district regulations. • A non-toxic, biodegradable soap shall be used.
Pressure Washing / Wet Washing	<ul style="list-style-type: none"> • All water or wastewater discharges from any washing activities must be prevented from entering streets, storm drains and gutters and collected for proper disposal. • Storm drain inlets (or low points of the site) must be protected with a temporary berm where washwater is contained and then collected for proper disposal. • If contractors (such as powerwashers) are used for wet washing services, they must contain, collect and properly dispose of washwater (most likely offsite). Include this requirement in your contract. • Small amounts of water can be dumped into a sanitary sewer connection, such as a utility sink or toilet, if available, or could be diverted to a pervious (ie. landscaped or gravel/dirt) area, and allowed to soak into the ground. The water must be fully absorbed into the ground prior to leaving site.
Spill Clean Up & Reporting	<ul style="list-style-type: none"> • Prior to start of event, organizers & staff should assess the event location, and identify the nearby catch basins, that would receive any trash, debris or spills from the event. • Spills of drinks, food, and any other material on a paved area must be cleaned. Liquid spills can be cleaned by using absorbent materials such as paper towels, mops, or an absorbent material. Food or other solid materials may be swept up, and placed in the trash. • Regularly inspect storm drains during the event to assure that pollutants are not entering them. • If pollutants enter a storm drain or if a hazardous material spill occurs, please call Police Dispatch at 949-770-6011 immediately.
Post-Event Clean Up	<ul style="list-style-type: none"> • All streets, sidewalks, and public areas must be cleaned (sweeping, litter pickup, etc.) and returned to the pre-event condition. • Remove temporary public art (chalk, paint, charcoal, clay, etc). Any wet washing conducted should follow BMPs as noted above. • All storm drain inlet protection devices must be removed.
Contracts & Leases	<ul style="list-style-type: none"> • Provide adequate language in contracts with vendors to ensure compliance with these rules. • Discuss and distribute information about these water quality requirements during staff (including contractor) training and vendor registration.