

CITY OF SAN CLEMENTE



Planning Division
 910 Calle Negocio, Ste 100
 San Clemente, CA 92673
 (949)-361-6172
<http://ci.san-clemente.ca.us>

SPECIAL ACTIVITIES PERMIT

For City Staff Use Only

Case File#	Total Days Approved This Calendar Year:
Staff Review By:	Application Received by:
Date Received	Fee Amount:\$ Deposit Amount:\$

A Special Activity is defined as any activity on private property (commercial) which temporarily intensifies the impacts (i.e., parking, traffic, noise, light and glare, etc.) of an existing permitted use or which create a potential conflict among land uses. Normal sales or functions which are incidental to the existing permitted use (i.e., sales conducted within the structure of an existing retail use, live entertainment if currently permitted under a Conditional Use Permit, etc.) shall not be considered a Special Activity. Typical activities that would be considered a Special Activity within non-residential zones would include, but not be limited to, art shows, open house, grand openings, and activities providing shuttle or valet service. This permit **DOES NOT** allow the applicant or their agent to violate any City of San Clemente Municipal Code(s), Laws, and Regulations etc. Should any violations be discovered during the event, this permit can be **immediately** revoked, by the Orange County Sheriff's Department, Orange County Fire Authority or authorized City Official.

EVENT INFORMATION

Event Name:			
Event Description (attach additional sheets if necessary):			Business License No:
Event Address/Location:			Expected Attendance:
Event Date(s):	Event Time(s)	Set-up/Removal Date(s)	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit
Will you have a banner displayed at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, obtain temporary banner permit, cost \$12			
SITE PLAN: Please submit a complete site plan with your application (a hand-drawn site plan is acceptable)		Site Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROPERTY OWNER INFORMATION	APPLICANT INFORMATION
Name	Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Phone	Phone
Fax No.	Fax No.
E-Mail Address	E-Mail Address

SPECIAL ACTIVITY REQUIREMENTS

ACTIVITIES CHECKLIST (Please check all that apply to your event)

<input type="checkbox"/> Alcohol <input type="checkbox"/> Vendors (food/beverage) <input type="checkbox"/> Carnival Games <input type="checkbox"/> Vendors (retail sales) <input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Concert <input type="checkbox"/> Dancing <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Parking (off site) Valet or Shuttle	<input type="checkbox"/> Other, Please Explain: _____ _____ _____ _____ _____
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SUPPLIES/EQUIPMENT (Please check all that apply to your event)

<input type="checkbox"/> Banners/Signs <input type="checkbox"/> Bleachers <input type="checkbox"/> Inflatable bounce house <input type="checkbox"/> Lighting <input type="checkbox"/> Toilets (portable)	<input type="checkbox"/> Security <input type="checkbox"/> Temporary Electrical <input type="checkbox"/> Temporary Fencing <input type="checkbox"/> Traffic control <input type="checkbox"/> Tents and/or canopies	<input type="checkbox"/> Other, Please Explain: _____ _____ _____ _____ _____
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PROPERTY OWNER'S AUTHORIZATION AND APPLICANT'S SIGNATURE

Property Owner's Signature	Date	Applicant's Signature	Date

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	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Approved Subject to Attached Conditions</i> <input type="checkbox"/> <i>Denied</i> <input type="checkbox"/> <i>Application Deemed Incomplete</i>
<i>City Staff Signature</i>	<i>Date</i>

<i>Title:</i>	
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Copies of approved permit sent to:

- City Code Enforcement Officer*
- Orange County Sheriff Department*
- Orange County Fire Authority*
- Traffic Engineer*
- Water Quality*
- Orange County Health Care Agency*

Special Activities Permit _____ - Standard Conditions of Approval

The City has approved your special activities permit, subject to the following conditions of approval (only conditions checks below apply):

- Site Plan: The location of activities and signs shall be in accordance with the City-approved site plan attached.
- Conditions: As specified in subsection C, Review Requirements, of this section, a number of different permits are required for special activities. In approving any of the required discretionary applications for special activities, the review authority may impose conditions deemed necessary to ensure that the permit will be in accordance with the standards prescribed in this section and the findings required for the Discretionary Permit. These conditions may include, but are not limited to:
 - Regulation of operating hours and days;
 - Provision for temporary parking facilities, including vehicular ingress and egress;
 - Regulation of nuisance factors such as, but not limited to, prevention of glare or direct illumination on adjacent properties, noise, vibration, smoke, dust, dirt, odors, gases and heat;
 - Regulation of temporary structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards;
 - Provision for sanitary and medical facilities;
 - Provision for solid, hazardous and toxic waste collection and disposal;
 - Provision for security and safety measures;
 - Regulation of signs;
 - Submission of a deposit or other surety devices, satisfactory to the review authority, to ensure that any temporary facilities or structures used will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition;
 - If alcoholic beverages are available in conjunction with the Special Activity, signs shall be placed at each exit that say, "No alcohol beyond this point." Each sign shall be no smaller than one (1) square foot.
 - Any other conditions which will ensure the operation of the proposed special activity in an orderly and efficient manner and in accordance with the intent and purpose of this section.
- Insurance: Insurance shall be provided for the event by the applicant. Proof of insurance is required as follows
 - Certificate for \$1 million for general liability insurance naming the City of San Clemente as Certificate Holder.

Standard Conditions of Approval Continued...

- Do you plan on advertising for this event and if so how?
 - Television
 - Radio
 - Internet
 - Mailings
 - Other Explain _____
- Hours
- Consent to Conditions (see attached)
- Additional Conditions: (see attached sheet for additional conditions).

SPECIAL ACTIVITY PERMIT NO.

You may be required to obtain other City or governmental agency permits depending upon the nature of your events. City staff has indicated below which permits may apply to your event. Copies of these permits will need to be submitted to the Planning Department prior to issuance of your Special Activities Permit.

REQUIRED CITY AND OUTSIDE AGENCY PERMITS

		RECEIVED	DATE
<input type="checkbox"/>	City Building Permit (Building Department)	<input type="checkbox"/>	
<input type="checkbox"/>	City Business License	<input type="checkbox"/>	
<input type="checkbox"/>	City Public Facility Use Permit (Community Services Department)	<input type="checkbox"/>	
<input type="checkbox"/>	Alcohol Permit/Approval State of California Alcoholic Beverage Control (Contact: (714)558-4101)	<input type="checkbox"/>	
<input type="checkbox"/>	County of Orange Health Department Permits Contact: (949) 240-7155	<input type="checkbox"/>	
<input type="checkbox"/>	County of Orange Fire Department Contact (714) 362-4710	<input type="checkbox"/>	
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	