SPECIAL EVENT PERMIT ORDINANCE NO. 606

EXISTING

CLASS I: TEMPORARY STAFF
GRAND OPENING BANN APPROVAL

BALLOONS

CLASS II: TEMPORARY STAFF

31 DAYS OR LESS FOR SPECIAL

OCCASIONS

CLASS III: EVENTS WI APPROVAL

THAN 100 ATTENDEES

CLASS IV: EVENTS WITH COUNCIL APPROVAL

ATTENDEES

CLASS V: EVENTS WITH > 500

ATTENDEES

PROPOSED

CLASS I: TEMPORARY USES OF 31 DAYS OR LAPPROVAL CIAL OCCASIONS.

CLASS II: LOW STAFF POAD CLOSURES & CITY-OWNED APPROVAL Y.

CLASS III: SAL COUNCIL COHOL, EVENTS
INVOLVING HIGPPROVALET STREET CLOSURES
OR ON CITY-OWNED PROPERTY; CHARGING
AN ENTRY FEE; HIGH IMPACT TO
SURROUNDING AREA, OPEN TO THE PUBLIC
ON PRIVATE PROPERTY; USE OF PUBLIC
SPACE E.G. MARATHONS, CYCLING TOURS,
FAIRS, CARNIVALS, RODEOS, AND CONCERTS



City of Lindsay Application for Special Event Permit

EXISTING

City Services and Planning Department 150 N. Mirage Ave. Lindsay, CA 93247 (559) 562-7102 ext. 4

A Special Event Permit allows City Staff to evaluate proposed uses that may be appropriate in the applicable zone, but whose effects on the site and surrounding areas cannot be determined before a discretionary review by the City Planning Department.

Review Process

Prior to submitting an application, the applicant is required to schedule a Pre-Application Meeting with Planning Staff to determine the Class of special use. This will allow Staff to determine what materials and documentation are required and expedite the process.

Class Description and Required Materials

Class I: Temporary Signs, Grand Opening Banners, Balloons Requirements: Special Event Permit Application, Site Plan

Class II: Temporary Uses of 31 days or Less (Valentine's Day flower sales, firework sales) Requirements: Special Event Permit Application, Site Plan, Business License, Property Owner's

Permission

Class III: Events with less than 100 attendees

Requirements: Special Event Permit Application, Site Plan, Circulation Plan

Class IV: Events with 100-499 attendees

Requirements: Special Event Permit Application, Site Plan, Circulation Plan, Waste Plan,

Safety Plan

Class V: Events with greater than 500 attendees; Events involving the sale of alcohol; Events involving street closures; Concerts; Filming

Requirements: Special Event Permit Application, Site Plan, Circulation Plan, Waste Plan, Safety Plan, ABC License, Fire Department Inspection, Building and Safety Inspection

*Class I, II, and III Events may be approved administratively. Class IV and V Events must be approved by the Lindsay City

Class I: \$250

Class III: \$450 Class IV: \$800 Deposit Class II: \$350

Class V: \$1,500 Deposit

Revised 02-23 by Resolution 22-65



City of Lindsay Special Event Permit Application City Services and Planning Department 150 N Mirage Ave. Lindsay, CA 93247 (559)562-7102 ext. 4

OFFICE USE ONLY
Fee Paid: \$
Receipt #:
Accepted by:
Date Received:

Event Details	Class I: Temporary uses of 31 days or
Event Name:	less (e.g., Flower sales for Valentine's Day,
Location:	Easter, Mother's Day, Father's Day and
Date:	Graduation, or firework sales for
Hours:	Independence Day)
Anticipated Attendance:	Requirements: Special Event Permit
Sale of Alcohol: Yes No	application, site plan, business license
Street Closure: Tes No	application, property owner's permission
Park Reservation: Yes No	Fee: \$100
Applicant Information	Class II: Low impact events or road
Name:	closures.
Address:	Requirements: Special Event Permit
City, State, Zip:	application, ESTIMATE 1/parking
Phone:	plan
E-mail:	Fee: \$250 + hourly rate of staff + facility fee
	Class III: High impact events involving
Event Organizer/Producer (if different than applicant)	road closures, the sale of alcohol, or events
Name:	that occupy public space E.g., marathons,
Address:	fairs, carnivals, rodeos, concerts.
City, State, Zip:	Requirements: Special Event Permit
Phone:	application, sit ESTIMATE lan, waste plan, sate,
E-mail:	waste plan, sai LOIIVIAI Letificate,
	letter of indemnification, ABC (Alcoholic
	Beverage Control) license application.
Sponsoring Organizer/Company	Additional requirements may be applicable
Company:	depending on specifics of event.
Contact Name:	Fee: \$500 + hourly rate of staff + facility fee
Address:	
City, State, Zip:	FEE ESTIMATE AND DOCUMENTS
Phone:	NEEDED WILL BE DETERMINED AT
E-mail:	MEETING WITH STAFF. SEE PAGE 2.

CHECKLIST ITEMS TO BE DETERMINED AT MEETING WITH STAFF

	Completed Application	Site Plan	Business License Application	Property Owner Permission	Traffic/ Parking Control Plan	Waste Plan	ABC Application	Security Plan	Banner Permit	Liability Certificate	Alcohol Liability Certificate
Needed											
Submitted											

REQUIREMENTS

CHECKLIST ITEMS TO BE DETERMINED AT MEETING WITH STAFF											
	Completed Application	Site Plan	Business License Application	Property Owner Permission	Traffic/ Parking Control Plan	Waste Plan	ABC Application	Security Plan	Banner Permit	Liability Certificate	Alcohol Liability Certificate
Needed											
Submitted											

CLASS I: COMPLETED APPLICATION, SITE PLAN, BUSINESS LICENSE, PROPERTY OWNER'S PERMISSION

CLASS II: COMPLETED APPLICATION, SITE PLAN, TRAFFIC CONTROL/PARKING CONTROL PLAN.

CLASS III: COMPLETED APPLICATION, SITE PLAN, TRAFFIC CONTROL/PARKING CONTROL PLAN, WASTE PLAN, ABC LICENSE **APPLICATION**, SAFETY PLAN.

REQUIREMENTS FOR ANY CLASS MAY VARY BASED ON SPECIFIC NEEDS OF EVENTS

4

MODIFICATIONS AND SPECIFICATIONS

- CLASS IDENTIFICATION BASED ON IMPACT
 - IMPACT DEFINED BY CITY MANGER OR THEIR DESIGNEE
- CLASS II OR III EVENTS MAY NOT BE HELD IN RESIDENTIAL ZONES
- APPLICANT MUST PASS ALL REQUIRED INSPECTIONS AND SUBMIT ALL REQUIRED DOCUMENTATION

MODIFICATIONS AND SPECIFICATIONS

- CLASS I AND II APPLICATIONS -15 CALENDAR DAYS SUBMITTAL PRIOR TO EVENT
- CLASS III APPLICATIONS 60 CALENDAR DAYS SUBMITTAL PRIOR EVENT
- SALE OF ALCOHOL AUTOMATICALLY CLASS III EVENT
- ANY EVENT ON VACANT LAND OR COMMERCIAL PROPERTY WILL BE SUBJECT TO AN SEP IF THE NATURE OF THE EVENT SURPASSES THE CAPACITY OF THE PROPERTY'S INTENDED USE

MODIFICATIONS AND SPECIFICATIONS

- APPLICANTS REQUESTING A FEE WAIVER MUST SUBMIT A LETTER WITH THE REASONING AS TO WHY THE FEE SHOULD BE WAIVED
- FEE WAIVERS CAN ONLY BE APPROVED BY COUNCIL



Sale of Alcohol: Yes No

Street Closure: ☐Yes ☐ No Park Reservation: ☐Yes ☐ No

Applicant Information

Event Name: Location:

Date:

Hours:

Address

E-mail:

City, State, Zip: Phone:

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Class I: Temporary uses of 31 days or less (e.g., Flower sales for Valentine's Day,

Easter, Mother's Day, Father's Day and

Requirements: Special Event Permit

application, site plan, business license

application, property owner's permission

Fee: \$100

Class II: Low impact events or road

Requirements: Special Event Permit

application, site plan, traffic control/parking

Fee: \$250 + hourly rate of staff + facility fee

Class III: High impact events involving

Graduation, or firework sales for

Independence Day)

PROCESS

1. COMPLETE APPLICATION WITHIN SPECIFY DEALINE

		Event Organizer/Producer (if different than applicant) Name: Address: City, State, Zip:	road closures, the sale of alcohol, or ever that occupy public space E.g., marathons fairs, carnivals, rodeos, concerts. Requirements: Special Event Permit
		Phone:	application, sit plan, traffic control plan, 1, safety plan, insurance certific demnification ABC (Alcoholi
) - •	SUBMIT COMPLETED APPLICATION/DOCUMENTS/PLANS/CERTIFI	CATES/LETTE	R SControl) license application. I requirements may be applicat
		Contact Name:	g on specifics of event. Fee: \$500 + hourly rate of staff + facility
		Address: City, State, Zip:Phone:	FEE ESTIMATE AND DOCUMENTS NEEDED WILL BE DETERMINED AT MEETING WITH STAFF, SEE PAGE 2.

- 3. SCHEDULE MEETING WITH STAFF TO REVIEW COMPLETED APPLICATION. OBE DETERMINED AT MEETING WITH STAFF

 a. STAFF TO PROVIDE AN **ESTIMATE OF FEES** BASED ON SUBMITTAL. Stability Printing Printing
- 4. CLASS III
 - a) STAFF WILL PRESENT ITEMS TO COUNCIL
 - b) ABC LICENSE APPPLICATION WILL BE SIGNED BY CHIEF OF POLICE AFTER COUNCIL APPROVAL

2023

PUBLIC OUTREACH

We will reach out to the following entities to inform them about the new process

- Chamber of Commerce
- Rotary Club
- Kiwanis Club
- Johnny Estrada—The Orange Bar
- Orange Blossom Festival
- Rib Cook Off Committee

FEES

Current Fees					
Class I	Class II	Class III	Class IV	Class V	
\$250	\$350	\$450	\$800 deposit	\$1,500 deposit	

Proposed New Fees						
Class I	Class II	Class III				
\$100	\$250 + Staff's Fully Burdened Hourly Rate + Facility Rental Fee (if applicable)	\$500 + Staff's Fully Burdened Hourly Rate + Facility Rental Fee (if applicable)				



QUESTIONS



2023