

**SPECIAL EVENT  
PERMIT -  
ORDINANCE NO. 606**

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# EXISTING

**CLASS I:** TEMPORARY SIGNS, GRAND OPENING BANNERS, BALLOONS

STAFF APPROVAL

**CLASS II:** TEMPORARY SIGNS, 31 DAYS OR LESS FOR SPECIAL OCCASIONS

STAFF APPROVAL

**CLASS III:** EVENTS WITH MORE THAN 100 ATTENDEES

STAFF APPROVAL

**CLASS IV:** EVENTS WITH MORE THAN 500 ATTENDEES

COUNCIL APPROVAL

**CLASS V:** EVENTS WITH MORE THAN 500 ATTENDEES

COUNCIL APPROVAL

# PROPOSED

**CLASS I:** TEMPORARY USES OF 31 DAYS OR LESS FOR SPECIAL OCCASIONS.

STAFF APPROVAL

**CLASS II:** LOW IMPACT ROAD CLOSURES & CITY-OWNED PROPERTY.

STAFF APPROVAL

**CLASS III:** SALES OF ALCOHOL, EVENTS INVOLVING HIGH IMPACT 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

COUNCIL APPROVAL



# 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**

# 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



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: \_\_\_\_\_

# PROCESS

1. COMPLETE APPLICATION WITHIN SPECIFY DEADLINE
2. SUBMIT COMPLETED APPLICATION/DOCUMENTS/PLANS/CERTIFICATES/LETTERS
3. SCHEDULE MEETING WITH STAFF TO REVIEW COMPLETED APPLICATION.
  - a. STAFF TO PROVIDE AN **ESTIMATE OF FEES** BASED ON SUBMITTAL.
4. CLASS III
  - a) STAFF WILL PRESENT ITEMS TO COUNCIL
  - b) ABC LICENSE APPLICATION WILL BE SIGNED BY CHIEF OF POLICE AFTER COUNCIL APPROVAL

**Event Details**  
 Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_  
 Anticipated Attendance: \_\_\_\_\_  
 Sale of Alcohol:  Yes  No  
 Street Closure:  Yes  No  
 Park Reservation:  Yes  No

**Applicant Information**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Event Organizer/Producer (if different than applicant)**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**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 Graduation, or firework sales for Independence Day)  
**Requirements:** Special Event Permit application, site plan, business license application, property owner's permission  
**Fee:** \$100

**Class II:** Low impact events or road closures.  
**Requirements:** Special Event Permit application, site plan, traffic control/parking plan  
**Fee:** \$250 + hourly rate of staff + facility fee

**Class III:** High impact events involving road closures, the sale of alcohol, or events that occupy public space E.g., marathons, fairs, carnivals, rodeos, concerts.  
**Requirements:** Special Event Permit application, sit plan, traffic control plan, safety plan, insurance certificate, identification, ABC (Alcoholic Control) license application. Requirements may be applicable on specifics of event.  
**Fee:** \$500 + hourly rate of staff + facility fee

**FEE ESTIMATE AND DOCUMENTS NEEDED WILL BE DETERMINED AT MEETING WITH STAFF. SEE PAGE 2.**

TO BE DETERMINED AT MEETING WITH STAFF

	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
Submitted										





# 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

