APPLICATION FOR SPECIAL EVENT PERMIT

Special Event Permit No.: ____________________
Fee: $250

Planning Division (661) 267-5200
38250 Sierra Highway, Palmdale, CA 93550
planningdiv@cityofpalmdale.org

SPECIAL EVENT PERMIT FOR ONE DAY EVENTS ONLY.
EVENTS THAT ARE MORE THAN ONE DAY REQUIRE A TEMPORARY USE PERMIT. EVENTS
THAT INVOLVE ALCOHOL ALSO REQUIRE A TEMPORARY USE PERMIT.

Please complete all sections of this form and submit the following information to the Planning Division. Information about how to get a permit and Permit Standards are included in this application. All information must be received and the fees paid before the application can be processed. The application is to be filed with the Planning Division at least 30 days in advance of the event.

Business Name: ________________________________________________________________
Location of proposed event: ______________________________________________________ (Address or Assessor’s Parcel Number)

Nearest cross-street: ____________________________________________________________
Proposed dates of event from: _________________________ to _________________________
Set-up date(s): _________________________ to _________________________
Strike date(s): _________________________ to _________________________
Proposed hours of operation from: _________________________ a.m. to _________________________ p.m.

Describe proposed event. Please specify all planned activities and structures to be used.

____________________________________________________________________________
____________________________________________________________________________

Please provide a site plan of the proposed event indicating the placement of structures and activities. An example of a typical site plan is provided on this application.
ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE.
PLANS MAY ALSO BE PROVIDED ON 11” X 17” PAPER

Will a tent or other structure be erected on site? Yes ☐ / No ☐
Will electricity be needed on site? Yes ☐ / No ☐
Will a fence be constructed? Yes ☐ / No ☐
Will food or drink be available on site? Yes ☐ / No ☐
Will alcoholic beverages be available on site? Yes ☐ / No ☐
Will a band or amplified sound be on site? Yes ☐ / No ☐
Will portable toilet facilities be on site? Yes ☐ / No ☐
Is this site located at an existing shopping center or other developed parking lot? Yes ☐ / No ☐
Is this site paved? Yes ☐ / No ☐
Is the paving striped for parking? Yes ☐ / No ☐
Does this site have a curb and gutter? Yes ☐ / No ☐
Does this site have an access driveway? Yes ☐ / No ☐

APPLICANT*: 
Name and Email Address: ____________________________
Address: ____________________________
City: ____________________________ State: _______ Zip: _______
Telephone No.: (____)____________________ Fax No.: (____)____________________

PROPERTY OWNER: 
Name and Email Address: ____________________________
Address: ____________________________
City: ____________________________ State: _______ Zip: _______
Telephone No.: (____)____________________ Fax No.: (____)____________________

*IF APPLICANT IS DIFFERENT FROM PROPERTY OWNER, PLEASE SUBMIT ATTACHED OWNER AUTHORIZATION LETTER.

Applicant’s Signature ____________________________ Date ____________________________
OWNER AUTHORIZATION LETTER
(SPECIAL EVENT PERMITS ONLY)

SPECIAL EVENT PERMIT NO.: ____________________________________________

ASSESOR’S PARCEL NUMBER(S): ________________________________

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s).

OWNER(S) OF RECORD (Include extra sheets if necessary):

_________________________________________  _______________  ______________
Printed Name                          Signature                         Date

_________________________________________  _______________  ______________
Printed Name                          Signature                         Date

I certify that I am the applicant and that the information contained in this application is in all respects true and correct.

APPLICANT / APPLICANT’S REPRESENTATIVE:

_________________________________________  _______________  ______________
Printed Name                          Signature                         Date

_________________________________________  __________________________
Address                              Telephone

_________________________________________  _______________  ______________
Printed Name                          Signature                         Date

_________________________________________  __________________________
Address                              Telephone
SPECIAL EVENT PERMIT STANDARDS
AND APPROVAL PROCESS

The following standards shall be adhered to for all special event uses pursuant to the City of Palmdale Municipal Code.

All Special Event Permits shall be processed in the following order. However, some uses may not require approval from all of the following departments: the Planning Division will identify which department approvals are necessary.

- **PLANNING DIVISION:** All uses will require Planning Division approval. Submittal shall include a completed Special Event Application form, one copy of required exhibits and permits, and payment of applicable fees. Allow a minimum of one month for processing this application. For information, call (661) 267-5200.

Some Special Event uses may require a field inspection by the Planning Division before being initiated. The Planner will verify site clearance from all departments and confirm conformance of the use to the approved site plan. For information call (661) 267-5200.

- **LOS ANGELES COUNTY HEALTH DEPT.:** All uses involving sale of food or drink will require a Health Department permit. Planning will require one copy of a valid health permit prior to issuing preliminary approval. For information call (661) 723-4533. No City inspection necessary.

- **LOS ANGELES COUNTY FIRE DEPT.:** For any uses requiring Fire Department approval, applicant is required to contact the Fire Department and obtain an approval stamp on the proposed site plan prior to submittal of the Special Event Permit application. Planning will require one copy of the stamped site plan prior to issuing preliminary approval. For information call (661) 537-2901. A Fire Department inspection may also be necessary.

- **BUSINESS LICENSE:** Some Special Event uses will require a Business License and/or Business Permit. These documents must be displayed on site at all times during the event.

- **BUILDING & SAFETY DIVISION:** All uses involving electricity will require an electrical permit obtainable from the Building and Safety Division. Tents and other temporary structures require building permits. **All permits require a field inspection.** For information call (661) 267-5353.

**NOTE:** FOR ANY DEPARTMENT/DIVISION REQUIRING A FIELD INSPECTION, YOU MUST CALL FOR AND REQUEST AN INSPECTION NO LATER THAN 24 HOURS PRIOR TO INITIATING OPERATION OF THE SPECIAL EVENT. PLEASE REMEMBER THAT CITY OFFICES ARE CLOSED EVERY FRIDAY.
A Special Event Permit shall be required for the following temporary uses:

a. **Parking lot and sidewalk sales** for businesses located within a commercially designated property, subject to the development standards and sign standards contained within the Zoning Ordinance and other applicable requirements. Such sales shall be limited to not more than 10 days of operation in any 90 day period.

b. **Grand openings and anniversary events** for businesses located within a commercially designated property, subject to the development standards and sign standards contained within the Zoning Ordinance and other applicable requirements. Such events shall be limited to a maximum of five days and be held on more than once annually.

c. **Outdoor art and craft shows and exhibits**, limited to not more than 10 days of operation or exhibition in any 90 day period.

d. **Bazaars, pony rides, festival, and similar events**, limited to not more than 10 days of operation in any 90-day period.

e. **Mobile health services, including medical, dental or veterinary services, bloodmobiles or health fairs**, limited to not more than 10 days of operation in any 90 day period.

(Note: Parades and other events conducted within the public right-of-way shall be subject to the provisions of Title 12 of the Palmdale Municipal Code.)

Below are additional requirements and information needed to complete the permit:

- The site must be located in a zone permitting the requested activity.
- All signs shall conform to the Sign Ordinance. A separate permit is required for all signage and may be obtained at the Planning Division.
- Sanitary sewer facilities, either portable or permanent, shall be provided.
- Parking shall be required pursuant to the conditions of the permit.
- All unimproved parking areas and mail walk areas shall be kept damp or shall be covered with a material to prevent the raising of dust.
- Applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.
- Unless permitted pursuant to the provisions of Title 12 of the Palmdale Municipal Code, no portion of the proposed event shall encroach onto any public rights-of-way or be located in a way which might cause a hazard.
• The special event shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.

• Written authorization from the property owner or their agent is required.

• All sites utilized for temporary activities shall be completely cleared of temporary structures within five days after the termination of the activity.

• All debris (on-site and off-site) resulting from the temporary use shall be completely cleared following the termination of the activity.

• For temporary uses that occur on unimproved lots, dust control must be provided following the removal of all structures and equipment. Sufficient water shall be applied to create a crust to prevent blowing dust and wind erosion.

• Unless otherwise authorized by the City Council, commercial use of public property will not be allowed. All public property shall be used for public purposes only.

• A $500 bond or cash deposit, or other amount deemed necessary by the City, may be required for temporary uses to assure clean-up. The deposit shall be returned upon written request of the applicant following verification of site clean-up. Any expense incurred by the City for clean-up of the subject property shall be deducted from the deposit and the remainder returned to the applicant.

• If this use will involve animals (circus, carnivals, animal exhibits, etc.), please contact the Department of Animal Care and Control in Lancaster (661/940-4191) at least two weeks before the event so that they can arrange for an inspection upon the animals’ arrival. Fair, rodeo, horse, or school events are exempt from the recently enacted state law (AB 1635).
SPECIAL EVENT PERMIT SITE PLAN

Please include the following information in the drawing: 1) Adjacent streets; 2) North arrow; 3) Location of existing structures and any proposed temporary structures for the event; 3) Any proposed fencing; 4) Parking areas and driveway entrances; and 5) Portable sanitary facilities or indicate where available facilities are located.

Site Plan Example:

NOTE: A building permit will be required for tents and other temporary structures. An electrical permit is required for installation of electricity. Also, Fire Department Approval stamp may be required.
### PLANNING DIVISION REVIEW:

<table>
<thead>
<tr>
<th>Use Permitted?</th>
<th>Yes ☐ / No ☐</th>
<th>Deposit Required?</th>
<th>Yes ☐ / No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Required:</td>
<td>$ ____________</td>
<td>Receipt No.:</td>
<td>____________</td>
</tr>
</tbody>
</table>

**USE APPROVED?** Yes ☐ / No ☐

Reason for Denial/Comments/Special Conditions:

Name (Print) | Signature | Date
---|---|---

### BUILDING AND SAFETY DIVISION:

<table>
<thead>
<tr>
<th>Electrical Permit Required?</th>
<th>Yes ☐ / No ☐</th>
<th>Issued?</th>
<th>Yes ☐ / No ☐</th>
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</thead>
<tbody>
<tr>
<td>Building Permit Required?</td>
<td>Yes ☐ / No ☐</td>
<td>Issued?</td>
<td>Yes ☐ / No ☐</td>
</tr>
<tr>
<td>Field Inspections Approved?</td>
<td>Yes ☐ / No ☐</td>
<td>Date:</td>
<td>____________</td>
</tr>
</tbody>
</table>

Comments: __________________________________________________________________________________________

Name (Print) | Signature | Date
---|---|---

### LOS ANGELES FIRE DEPARTMENT:

**USE APPROVED?** Yes ☐ / No ☐

Reason for Denial/Comments/Special Conditions:

Name (Print) | Signature | Date
---|---|---

### BUSINESS LICENSE:

<table>
<thead>
<tr>
<th>Deposit Required?</th>
<th>Yes ☐ / No ☐</th>
<th>Amount Required:</th>
<th>_______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Permit Required?</td>
<td>Yes ☐ / No ☐</td>
<td>Date Issued:</td>
<td>____________</td>
</tr>
<tr>
<td>Business License Application complete?</td>
<td>Yes ☐ / No ☐</td>
<td>Date:</td>
<td>____________</td>
</tr>
<tr>
<td>Existing Business License No.:</td>
<td>____________</td>
<td>Date Issued:</td>
<td>____________</td>
</tr>
</tbody>
</table>

Comments: __________________________________________________________________________________________

Name (Print) | Signature | Date
---|---|---

### PLANNING DIVISION: PROJECT PLANNER

A site inspection completed on __________________ at __________ confirmed that the site is in compliance with the Conditions of the Special Event referenced above and City codes. All necessary permits and licenses have been posted or otherwise verified.

Comments: __________________________________________________________________________________________

Name (Print) | Signature | Date
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