PALMDALE
a place to call home

APPLICATION FOR SPECIAL EVENT PERMIT

Special Event Permit No.: _____

Fee: $89

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

SPECIAL EVENT PERMIT FOR ONE (1) DAY EVENTS ONLY.
EVENTS THAT ARE MORE THAN ONE (1) 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 sixty (30) days in advance of the event.

Location of proposed event: _____
(Address or Assessor's Parcel Number)

Nearest cross-street: _____

Proposed dates of event from: _____ to _____
(Include set-up and strike days)

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.: (____) _____

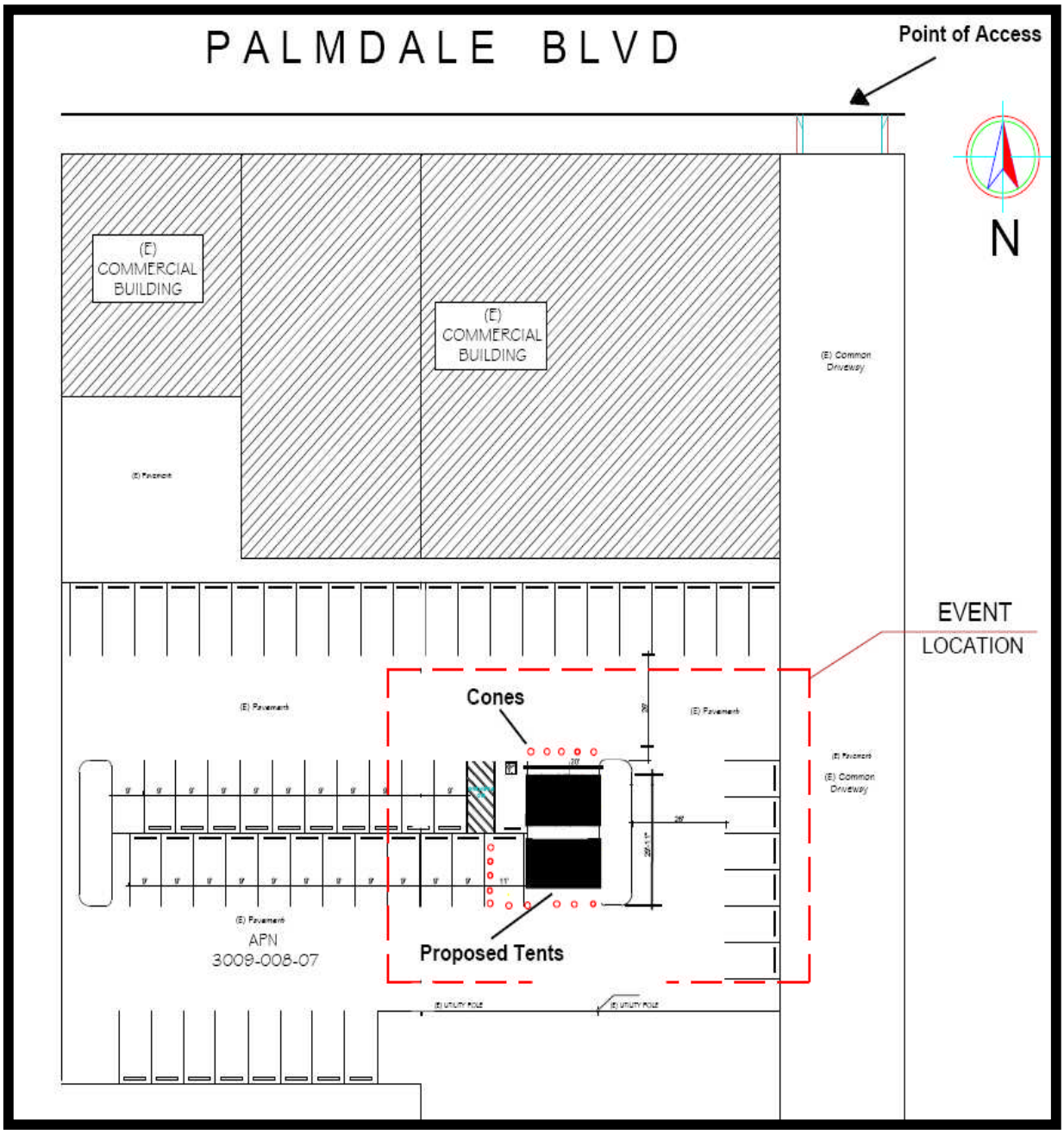
***IF APPLICANT IS DIFFERENT FROM PROPERTY OWNER, PLEASE SUBMIT ATTACHED OWNER AUTHORIZATION LETTER.**

_____
Applicant's Signature Date

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.

OWNER AUTHORIZATION LETTER
(SPECIAL EVENT PERMITS ONLY)

SPECIAL EVENT PERMIT NO.: _____

ASSESSOR'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
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 Zoning Ordinance.

1. All Special Event Permits shall be processed in the following order: **(NOTE: Some uses may not require approval from all of the following departments; the Planning Division will identify which department approvals are necessary.)**

_____ **PLANNING DIV.:** All uses will require Planning Division approval. Submittal shall include a completed Special Event Application form, (1) 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.

_____ **HEALTH DEPT.:** All uses involving sale of food or drink will require a Health Dept. permit. Planning will require 1 copy of a valid health permit prior to issuing preliminary approval. For information call (661) 723-4533. No City inspection necessary.

_____ **FIRE DEPT.:** For any uses requiring Fire Dept. approval, applicant is required to contact the Fire Dept. and obtain an approval stamp on the proposed site plan prior to submittal of the Special Event Permit application. Planning will require 1 copy of the stamped site plan prior to issuing preliminary approval. For information call (661) 949-6319. Fire Dept. inspection may be necessary.

_____ **BUSINESS LICENSE DIVISION:** 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 Dept. Tents and other temporary structures require building permits. **All permits require a field inspection.** For information call (661) 267-5353.

_____ **PLANNING DIVISION/CODE ENFORCEMENT:** Some Special Event uses may require a field inspection by the Planning/Code Enforcement before being initiated. The Planner/Code Enforcement Officer will verify site clearance from all departments and confirms conformance of the use to the approved site plan. For information call (661) 267-5200.

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.

2. 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 ten (10) days of operation in any ninety (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 (5) days and be held on more than once annually.

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

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

   e. **Mobile health services, including medical, dental or veterinary services, blood-mobiles or health fairs,** limited to not more than ten (10) days of operation in any ninety (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.)

3. The site must be located in a zone permitting the requested activity.

4. All signs shall conform to the Sign Ordinance. A separate permit is required for all signage and may be obtained at the Planning Dept.

5. Sanitary sewer facilities, either portable or permanent, shall be provided.

6. Parking shall be required pursuant to the conditions of the permit.

7. 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.

8. Applicant shall provide safe and adequate roadway access including adequate vehicular sight distance at the driveway entrance/exit.

9. 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.

10. The Special Event shall not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.

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

12. All sites utilized for temporary activities shall be completely cleared of temporary structures within five (5) days after the termination of the activity.

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

14. 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.

15. 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.

16. 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.

17. 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 APPLICATION AND REVIEW FORM

Special Event Permit No.: _____

************************** FOR OFFICE USE ONLY *************** *********

PLANNING DIVISION REVIEW:

Use Permitted? Yes ☐ / No ☐ Deposit Required: Yes ☐ / No ☐
Amount Required: $_____ Receipt No.: _____
USE APPROVED? Yes ☐ / No ☐
Reason for Denial/Comments/Special Conditions: _____

_____

_____

_____
Name (Print) Signature Date

PLANNING DIVISION: BUSINESS LICENSE

Deposit Required? Yes ☐ / No ☐ Amount Required: _____
Receipt No.: _____
Business Permit Required? Yes ☐ / No ☐ Date Issued: _____
Business License Application complete? Yes ☐ / No ☐ Date: _____
Existing Business License No.: _____ Date Issued: _____
Comments: _____

_____
Name (Print) Signature Date

BUILDING AND SAFETY DIVISION:

Electrical Permit Required? Yes ☐ / No ☐ Issued? Yes ☐ / No ☐
Building Permit Required? Yes ☐ / No ☐ Issued? Yes ☐ / No ☐
Field Inspections Approved? Yes ☐ / No ☐ Date: _____
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