

# APPLICATION FOR YOUR OUTDOOR EVENT IN NEVADA COUNTY

In Accordance with Ordinance 2482 amending Article 2 of Chapter V of  
the Nevada County General Code regarding Outdoor Events



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# Prior to Submitting Your Application

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Please note the following:

- The size of the event location is required to be greater than five (5) acres in the unincorporated area of Nevada County. Events requiring an outdoor event permit may NOT be held on parcels of less than five (5) acres or any parcel zoned R1, R2 or R3 regardless of size.
- The application is required to be submitted at least 60 calendar days prior to the event date.
- If requesting a renewal of the Outdoor Event permit, the request is required to be made in writing at least thirty (30) calendar days prior to the event and shall be accompanied by a renewal permit fee of \$710.96.
- There is a maximum of eight (8) permits per property within a twelve (12) month period. Please note this not a calendar year.
- Permits are non-transferrable.
- The initial, non-refundable application fee is \$1421.93.
- Prior to commencement of the Outdoor Event, the applicant shall call the Community Development Agency and the Local Fire Official (contact information provided at end of application) for an inspection of the event site to assure compliance with all permitting conditions. These inspections must take place no less than 35 calendar days prior to the event.

The Community Development Agency shall notify the applicant in writing of the issuance or denial of permit. If the CDA denies an application for a permit, the written notification shall include the basis for the decision. Whenever administratively possible, the CDA shall make the notification no later than thirty (30) calendar days after the date the application was determined to be complete.

# **Exemptions**

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## **Sec. G-V 2.4**

- A. No permit shall be required for any Commercial Outdoor Event if the event is held at a public or private facility which meets the following requirements:
  - 1. The facility is permitted for large Commercial Outdoor Events in accordance with the County’s Land Use and Development Code; and,**
  - 2. The facility is constructed for, and customarily and lawfully used for large Outdoor Events, including open air stadiums, ski resort areas, public parks, fairgrounds, etc.; and,**
  - 3. The facility has permanently installed water, sanitation, access and parking facilities in accordance with County codes and which are adequate to accommodate the number of people in attendance.****
- B. No permit shall be required for any Outdoor Event sponsored, promoted and conducted by a tax exempt 501(c)(3) or 501(c)(4) organization or a state registered campaign committee, provided (a) no financial consideration or other compensation is provided to the property owner for use of the property, (b) all proceeds from the event shall be for the sole benefit of the tax exempt organization or registered campaign committee and (c) there is no history of substantiated complaints and/or calls for law enforcement services in connection with any Outdoor Event held at the event location or at any Outdoor Event sponsored, promoted or conducted by the organization or committee.**
- C. No permit shall be required for a private “by-invitation-only” Outdoor Event such as a wedding, memorial service, family reunion, birthday party, or similar private event, if no fee or other financial consideration is charged to vendors, sponsors, promoters or attendees for participation in and/or admission to the gathering, use or rental of the property or facility (or any portion thereof), or the sale of food, goods or services sold to attendees at or in connection with the event.**

# **Outdoor Events for Which No Permit is Required**

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## **Sec. G-V 2.5**

- A. For any Outdoor Event which is not required to obtain a permit under this Article:**
- 1. At least fifteen (15) days prior to the date of the Outdoor Event, the event sponsors and promoters, and/or the property owner are encouraged to provide the Community Development Agency and the local agency responsible for fire protection with the following information:**
    - a. Written notice of the Outdoor Event, including the date or dates and hours during which the Outdoor Event is to be conducted, an estimate of the maximum number of people who will attend the event, and the name, age, telephone number and mailing address of the primary contact person(s) responsible for managing the event.**
    - b. An Emergency Services and Fire Safety Plan for the Outdoor Event.**
  - 2. All Outdoor Events which are not required to obtain a permit, shall comply with the following health and safety requirements:**
    - a. All hours and noise limitations as set forth in Sections G-V 2.8.A and G-V 2.8.H of this Article.**
    - b. All temporary lighting shall be shielded, directed away from property lines and located as far away from adjacent properties as reasonably possible so as to minimize light and glare impacts to adjacent properties and the surrounding neighborhood.**
    - c. No overnight Camping shall be allowed in residential areas.**
    - d. Vehicles shall not be parked in any manner that would create a traffic hazard or impede the ingress or egress of emergency response vehicles, as determined by the Community Development Agency or the Local Fire Official. Vehicles may not be parked on private property other than the event property without written permission from the property owner.**
    - e. Adequate toilet facilities shall be provided.**
    - f. In addition to the above, the Outdoor Event host and property owner shall generally conduct the event in a manner that minimizes impacts on the surrounding neighborhood.**
    - g. Failure to comply with the above requirements may result in enforcement action as provided in this Article, including summary closure of the event and penalties as provided in Sections G-V 2.12 and G-V 2.13.**

# Regulations for Outdoor Events

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## Sec. G-V 2.8

All Commercial Outdoor events for which a permit is required shall comply with the following minimum conditions:

- A. **Hours** Outdoor Events shall not open prior to 9 a.m. and shall close by 10 p.m.; provided, however, that Outdoor Events in non-residential areas shall close by 11 p.m. on Fridays and Saturdays. Permitted hours of operation may be extended if the applicant demonstrates good cause for the extension and demonstrates that the extended hours will not adversely impact owners or users of, or allowed uses on, surrounding properties.
- B. **Toilet Facilities** Adequate toilet facilities shall be provided. Public or common use toilets shall comply with the [Federal ADA accessibility guidelines](#). Adequate toilet facilities can include the use of portable toilets with portable hand washing stations. Based upon the number of attendees, the requirement is one portable toilet per 50 persons and shall include a portable hand washing station that is stocked with water, paper towels and hand soap. A waste receptacle shall be located near the hand washing station for collection of waste paper towels. A minimum of one ADA compliant portable toilet is required if portable toilet facilities are used. Permanent public or common use toilets shall comply with the Federal ADA accessibility guidelines. Use of toilet facilities connected to the Nevada County Sanitation District system must be approved in writing in advance of any Outdoor Event.
- C. **Solid Waste Disposal** The applicant and property owner shall provide for the collection of solid waste and litter. Separate containers shall be provided for the collection of recyclable materials. All solid waste, litter and recyclable materials shall be removed from the site within twenty-four (24) hours following the event. For multiple day events, the grounds shall be maintained during the day of the event with no onsite accumulations which would create a nuisance or pose a health hazard. All solid waste must be deposited at the County transfer station by a County approved garbage hauler and all recyclable materials conveyed to an approved recycling center. Event related litter, posters and other signage and debris shall be removed from surrounding lands and road within twenty-four (24) hours following the event.
- D. **Compliance with County Building Codes** All structures, including tents and other temporary structures, and electrical work shall be permitted and installed in compliance with the County Building Code and shall comply with the setback requirements in the County Land Use and Development Code.
- E. **Lighting** All temporary lighting shall be shielded, directed away from property lines and located as far away from adjacent properties as reasonably possible so as to minimize light and glare impacts to adjacent properties and the surrounding neighborhood.
- F. **Overnight Camping Facilities** Overnight Camping and campfires are prohibited.
- G. **Parking and Traffic Circulation** Outdoor Events shall comply with the approved Parking and Traffic Circulation plan. Vehicles shall not be parked in any manner that would create a traffic hazard or interfere with the ingress or egress of emergency vehicles as determined by the Community Development Agency or the Local Fire Official.

- H. **Noise** Outdoor events shall comply with the approved Noise Mitigation Plan. Noise levels generated by Outdoor Events shall not exceed the standards set forth in Table L-II 4.1.7 (Exterior Noise Limits) of the Nevada County Zoning Ordinance applicable to the Land Use Category and Zoning District for the premises on which the outdoor event will be held.

Table L-II 4.1.7					
Exterior Noise Limits					
Land Use Category	Zoning Districts	Time Period		Noise Level, dBA	
		Start	End	L eq	L max
Rural	AG, TPZ, AE, OS, FR, IDR	7 am	7 pm	55	75
		7 pm	10 pm	50	65
		10 pm	7 am	40	55
Residential and Public	RA, R1, R2, R3, P	7 am	7 pm	55	75
		7 pm	10 pm	50	65
		10 pm	7 am	45	60
Commercial and Recreation	C1, CH, CS, C2, C3, OP, REC	7 am	7 pm	70	90
		7 pm	7 am	65	75
Business Park	BP	7 am	7 pm	65	85
		7 pm	7 am	60	70
Industrial	M1, M2	any time		80	90

- I. **Days** Outdoor Events shall have a maximum length of two (2) days, or 48 hours per event. The maximum length of the event may be extended if the applicant demonstrates good cause for the extension and demonstrates that the extended days will not adversely impact owners or users of, or allowed uses on, surrounding properties.
- J. **Frequency**. No more than three (3) outdoor events shall occur per month and shall not occur on more than three (3) consecutive weekends regardless of the month in which they occur.

# Prohibited Activities

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## **Sec. G-V 2.3**

- A. It shall be unlawful for any person, business entity, or organization of any kind to advertise, maintain, operate, conduct, allow or sell or furnish tickets or other types of authority for admission to, a Commercial Outdoor Event on Property with a gross area of more than 5 acres in the unincorporated area of the County of Nevada without first obtaining a permit to do so from the County, unless an exemption applies. [See Sec. G-V 2.4.](#)
- B. It shall be unlawful for any person, business entity, or organization of any kind to advertise, maintain, operate, conduct, allow, or sell or furnish tickets or other types of authority for admission to, a Commercial Outdoor Event on a Property with a gross area of 5 acres or less or on any parcel zoned R1, R2 or R3 in the unincorporated area of the County of Nevada.



# Summary of Event

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**Event Title** [Click here to enter title.](#)

**Event Description** [Click here to enter description.](#)

## Event Category

Athletic/Recreation

Exhibits/Misc.

Festival/Celebration

Concert/Performance

Farmer/Outdoor Market

Dance

Wedding

Other

[Click here to enter 'Other' event type](#)

## Anticipated Attendance

The maximum length of event is two (2) days without prior approval by the Community Development Agency Office.

[Click here to enter total number of people attending event.](#)

[Click here to enter number of people attending event per day.](#)

## Date/Time

Outdoor Events shall not open prior to 9 a.m. and shall close by 10 p.m.; provided, however, that Outdoor Events in non-residential areas (as defined by Nevada County Code L-II 2.1) shall close by 11 p.m. on Fridays and Saturdays and 10 p.m. Sunday through Thursday. Permitted hours of operation may be extended if the applicant demonstrates good cause for the extension and demonstrates that the extended hours will not adversely impact owners or users of, or allowed uses on, surrounding properties.

## Event Begins

**Date** [Click here to enter a date.](#)

**Time** [Click here to enter time.](#)

## Event Ends

**Date** [Click here to enter a date.](#)

**Time** [Click here to enter time.](#)

## Location Description

[Click here to tell us about the location where the event is being held.](#)

**Applicant Information**

Name *Click here to enter name.*

Address *Click here to enter address.*

Phone Number (more than one phone number may be listed; please indicate primary phone number) *Click here to enter phone number.*

Email *Click here to enter email address.*

**Property Owner Information**

Name *Click here to enter name.*

Address *Click here to enter address.*

Phone Number (more than one phone number may be listed; please indicate primary phone number) *Click here to enter phone number.*

Email *Click here to enter email address.*

**Primary Contact**

Name *Click here to enter name.*

Address *Click here to enter address.*

Phone Number (more than one phone number may be listed; please indicate primary phone number) *Click here to enter phone number.*

Email *Click here to enter email address.*

# Event Site Plan or Diagram

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To avoid an incomplete application, utilizing the checklist below will help insure a complete application which can be reviewed in a more timely manner.

Your site plan or diagram should include but not be limited to:

- The location of the property on which the proposed Outdoor Event and all related activities will be held.
- The location of the adjacent roads, lots, and residences, and the location and time that any roads are to be blocked or closed.
- The parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property.
- The fire protection and evacuation plan.
- The location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending.
- The location, time and type of any entertainment, whether amplification will be used and the location and orientation of loudspeakers.
- The location, style, wattage and orientation of all temporary lighting.
- The location of camping or other overnight areas.
- The location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.

# Fire Protection and Evacuation Plan

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Please provide the following information:

- A. **Property Description** *Provide address and a description of the property*
- B. **Event Type** *Provide a description of the event including days, hours of operation, number of attendees, structures and buildings to be used, location of event on the property, etc*
- C. **Emergency Responders** *Provide address of nearest Fire Station*

**Estimated Response Time** *Estimate distance and time by calling Fire Station for information*

- D. **Primary and Secondary Access Road Conditions**

**Primary access** *Describe access to the property including road names and conditions*

**Secondary access** *Describe alternative access to the property location*

- E. **Emergency Water Supply**

*Describe Emergency water supply onsite and any proposed for the event.*

- F. **Fire Protection Systems**

*Describe if the building has a sprinkler system and/or any fire suppression systems on the site proposed for the event.*

*Describe if the building has any fire detection systems and if that system is continuously monitored.*

*Describe the location of all Fire Extinguishers.*

- G. **Fuels Management Plan**

*Describe defensible spaces around the structures and locations of the event activities*

- H. **Evacuation Plan**

*Provide a map of the evacuation route out of existing structures and for exiting the property*

*Provide a map of the subject property showing the evacuation route through the existing structures, driveways and roads as well as the traffic flow pattern once vehicles have left the subject property.*

# Entertainment and Related Activities

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**Yes**      **No**

- Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of stages    [Click here to enter text.](#)

Number of performers/bands    [Click here to enter text.](#)

Performer/Band name and music type    [Click here to enter text.](#)

Please describe the sound equipment that will be used for your event.

[Click here to enter text.](#)

- Does your event include fire, fireworks or other pyrotechnics?

- Will your event include the use of any signs, banners or special lighting?

- Do your event plans include any casino games, bingo games, drawings or lottery opportunities?

- Does your event involve the use of alcoholic beverages?

If yes, [click here](#) to apply for an ABC (Alcoholic Beverage Control) Permit.

- Does your event include food concession and/or preparation areas?

- Do you intend to cook food in the event area?

- Do you plan to have a campfire?

If yes, [click here](#) for information on obtaining your burn permit.

- Do you plan to provide portable restroom facilities at your event?

If yes, total number of portable toilets    [Click here to enter text.](#)

Adequate toilet facilities shall be provided. Public or common use toilets shall comply with the [Federal ADA accessibility guidelines.](#)

# **Notice to Neighbors**

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Within five days after an application has been filed with the Community Development Agency, the applicant shall send or personally deliver written notices of the Outdoor Event to all property owners within five hundred (500) feet of the premises on which the event will be held. Notices shall include a brief description of the event, the dates, times, locations and types of activities that will take place during the event, and any additional information required by the Community Development Agency or the Planning Director. The applicant shall prepare and submit with the application a copy of the written notice to be mailed to the neighbors, together with the list of properties, property owners, and addresses to whom the notice will be sent.

# Insurance Requirements

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Prior to issuance of a permit for any Outdoor Event, but not less than twenty-one (21) calendar days before the date of the event, the applicant shall provide (a) a commercial liability insurance policy in the minimum amount of one million dollars (\$1,000,000) and (b) an executed release and waiver of liability in favor of the County, in the forms and on terms acceptable to the County Risk Manager. The Risk Manager may impose additional insurance requirements depending on the size, nature and risk associated with the proposed Outdoor Event. The insurance shall name the County of Nevada, the Outdoor Event, the event sponsors and promoters, the property owners and their respective officers, agents and employees, as additionally insured parties to the event.

**Name of Insurance Agency** *Click here to enter insurance agency name.*

**Address** *Click here to enter insurance agency complete address.*

**Phone Number** *Click here to enter insurance agency phone number.*

**Policy Number** *Click here to enter insurance policy number.*

**Policy Type** *Click here to enter insurance policy type.*

**Policy Amount** *Click here to enter insurance policy amount.*

# Releases and Agreements

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By signing below I agree to the following:

## **Statement of Responsibility**

The property owner, and if applicable, the authorized representative of the organization responsible for the event, agree to comply with all federal, state and local laws and Outdoor Event permit conditions, and to assume financial responsibility for all fines, penalties or other monetary sanctions imposed for violations of this Article.

## **Release of Liability and Waiver**

Nothing herein shall be construed as a limitation of Applicant's liability and Applicant shall indemnify, defend, and hold harmless the County (including its elected officers, officials, employees, agents, and volunteers) from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Applicant, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

## **Consent to Enter**

Consent is hereby given to any peace officer, fire official, health officer, or other County official to enter the Outdoor Event area and the property on which the event will be located at any time, in the course and scope of his or her duties.

## **Criminal Record**

The undersigned applicant has not been convicted within the last five years of the following: a) any offense requiring registration under Section 290 of the California Penal Code, b) any violation of Ch. 7.5 of Title 9, Part 1 of the California Penal Code, c) any violation of subdivision (a), (b), or (d), or Section 647 of the California Penal Code, d) any violation of Section 315, 316, or 318 of the California Penal Code, e) any offense involving the use of force or violence upon the person or another, or f) any offense involving the maintenance of a nuisance in connection with the same or similar business operation.

## **Notice to Neighbors**

Within five (5) days of submitting this application, the applicant shall send or personally deliver written notices of the Outdoor Event to all the property owners within five hundred (500) feet of the premises on which the event will be held. Applicants shall submit the attached "Notice to Neighbors", along with the list of Neighbors to be served.

Please [click here](#) for assistance with the Nevada County GIS My Neighborhood Interactive Map. The Parcel Discovery tool will enable you to identify property owners within five hundred (500) feet of the Outdoor Event.



I declare under penalty of perjury that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license.

**Property Owner or Representative for Event:**

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

**Applicant:**

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

# Contact Information

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## **Sheriff's Office**

950 Maidu Avenue Suite 280  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1471  
[sheriff@nevadacountyca.gov](mailto:sheriff@nevadacountyca.gov)

## **Nevada County Fire Marshal Office**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-Th  
Phone: (530) 265-1714  
[Matt.Furtado@nevadacountyca.gov](mailto:Matt.Furtado@nevadacountyca.gov)

## **Building Department**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1222  
[BuildingDept@nevadacountyca.gov](mailto:BuildingDept@nevadacountyca.gov)

## **County Counsel**

950 Maidu Avenue Suite 240  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1319  
[County.Counsel@nevadacountyca.gov](mailto:County.Counsel@nevadacountyca.gov)

## **Code Compliance Division**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1222  
[Code.Compliance@nevadacountyca.gov](mailto:Code.Compliance@nevadacountyca.gov)

## **Risk Management**

950 Maidu Avenue Suite 220  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-7040  
[Risk.Management@nevadacountyca.gov](mailto:Risk.Management@nevadacountyca.gov)

## **Environmental Health Department**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1222  
[Env.Health@nevadacountyca.gov](mailto:Env.Health@nevadacountyca.gov)

## **Planning Department**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1222  
[Planning@nevadacountyca.gov](mailto:Planning@nevadacountyca.gov)

## **Public Works Department**

950 Maidu Avenue Suite 170  
Nevada City, CA 95959  
Hours: 8am-5pm M-F  
Phone: (530) 265-1222  
[Public.Works@nevadacountyca.gov](mailto:Public.Works@nevadacountyca.gov)



## **LEVINE ACT DISCLOSURE STATEMENT**

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$250 within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

**Proposers are responsible for accessing the link above to review the names prior to answering the following questions:**

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$250 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of authorized individual

\_\_\_\_\_  
Signature of authorized individual

\_\_\_\_\_  
Type or write name of company