



**CALAVERAS COUNTY  
PLANNING DEPARTMENT**

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**SPECIAL EVENTS**

INSTRUCTIONS FOR FILING AN APPLICATION

<b><u>Application Fee</u></b> Special Events AUP.....	\$ 100.00
<b><u>Application Fee</u></b> Special Events CUP.....	\$ 5,642.00

**WHAT IS A SPECIAL EVENT?**

A Special Event is an organized activity, assembly or event to which the public is invited to watch, listen or participate, and for which compensation may be made, for the use of the site and facilities if held on private property. Special Events are regulated under Title 17, Chapter 17.87 of the County's Municipal Code

**EXAMPLES OF SPECIAL EVENTS THAT REQUIRE A USE PERMIT (AUP or CUP)**

- |                             |                  |
|-----------------------------|------------------|
| Farmers Market              | Festivals        |
| Arts & Crafts Exhibits      | Circus/Carnivals |
| Bicycle or Pedestrian Races | Concerts         |
| Health or Education Fairs   | Car Shows        |

**HOW TO APPLY FOR A PERMIT**

Submit a completed application, \*Indemnification Agreement, fees and any additional information to the Planning Department **at least 30 days prior to your event for an AUP or 6 months prior to your event for a CUP**. If you are unsure as to which permit you should apply for, please contact the Planning Department and the staff will be able to assist you with ensuring you apply for the correct permit for your event.

\*Indemnification Agreement: When submitting an application for a discretionary approval pursuant to this title, the applicant(s) shall agree as part of the application in the form of a fully executed agreement, to defend, indemnify and hold harmless the county of Calaveras and its agents, officers and employees from any claim, action, or proceeding brought against the county, its agencies, boards, planning commission or board arising from the discretionary approval.

**MULTIPLE EVENTS**

If an organization wishes to hold multiple special events at the same location throughout the year, the organization may request approval of all events at the same time and will be charged one application fee. Each event requires a completed application and adherence to the requirements

below. Failure to include all events at the same time will result in separate application fees for each event.

### **SPECIAL REQUIREMENTS**

On a separate sheet of 8½ x 11" paper, please draw a clear map, as close to scale as possible of how the event will be arranged on the property. Show location of the access road(s), the route of the event (if any), location of water and sanitary facilities, parking, location of booths or stations and other event locations or temporary structures. Describe the method of fire suppression (location of hydrants, onsite water storage, and required extinguishers). You should meet with the local fire chief well in advance of the event. Show emergency access and exits. This is very important if you are planning on crowds of more than 50 persons at any time.

**To expedite your permit application, it is important that you undertake the following prior to submitting an application. If you haven't, the Planning Department will have to make contact and it can delay approval of your permit.**

### **CONTACT WITH RESPONSIBLE AGENCIES AND DISTRICTS**

In a rural area, some events can cause extreme hardships for local residents and those agencies responsible for providing services. In addition, many of the local agencies have their own requirements that you must meet. You should contact these agencies in advance to make sure they understand your proposal, and you understand their requirements. This will avoid last minute delays and confusion.

1. **Roads.** If you are expecting crowds, need to close a road, need to provide temporary parking, you will need a permit from the Public Works Department for county roads or from Caltrans for access to and from the state highways. Public Works phone number is 754-6402. Caltrans phone number is 736-0253.
2. **Security.** Generally, with crowds of any size, you may be responsible for providing security personnel. This may be through a private security company or a contract with the Calaveras County Sheriff's Department. You must review these needs with the County Sheriff and are responsible for the cost.
3. **Fire protection.** Contact the local fire district chief. You may need to provide water, fire extinguishers, clear brush, or other special requirements might need to be satisfied.
4. **Drinking water.** If you are within a water district, you may need to connect to the water system. Contact the district for any requirements.
5. **Sewage disposal.** Find out if the property is in a sewer district, and contact that district to see what requirements there may be for use of available public toilets or facilities. You may also need "port-a-potties" or a permit from the Environmental Health Department. Their number is 754-6399.

### **SUGGESTIONS FOR A SUCCESSFUL EVENT**

We want your event to be as successful as you do. The following suggestions are based on our experience in dealing with numerous events. It is recommended that you review the ideas and take what you need to ensure your success. A smooth project this year means a welcome repeat next year.

1. **Poster courtesy.**

- a. If you post in a public right-of-way, please ensure that there is adequate visibility for vehicles, pedestrians and cyclists using the road.
- b. If you post on private property, please get the owner's permission (in writing is best for you).
- c. Ensure that the posters are removed after the event. Under litter laws, if the county is required to handle the removal, you may be charged the costs or liable for criminal charges.

2. **Site preparation.**

- a. Take a good look at the site. Where are the adequate areas for parking and access? Leave room for emergency vehicles.
- b. Prepare your signs. Write them clearly. Black ink on bright yellow is best for visibility. If signs are to be read from the road, no letters should be smaller than four inches. Six inches is preferable. Keep message simple, spelled correctly, and plain.
- c. Provide as many trash receptacles as possible. There are never too many. Use plastic bags to facilitate later clean up. Get a central collection site.
- d. Clearly mark booth, public and private area. Clearly mark private driveways and streets to ensure that they are not blocked. Designate parking and no parking areas.

3. **During the event**

- a. As the coordinator or sponsor, you are going to be up to your eyeballs with everything at once. Advance planning is important.
- b. Litter control: ensure that someone is periodically checking and emptying trash containers. Be sure litter is picked up as it accumulates. It will make site cleanup a lot easier.
- c. Parking control: appoint someone to direct cars and ensure that "no parking" signs are obeyed.

4. **After the event**

- a. Be sure the area has been returned to the condition in which you found it. All litter should be picked up and removed. You could be responsible for costs or criminal charges if this is not done.
- b. Consider separate containers for soft drink cans. These can be recycled for additional earnings for the event.
- c. Take down your posters.

## **SPECIAL CONSIDERATIONS**

**Parking:**

In predicting your attendance, figure that you will have about three people per vehicle. Allow adequate space for parking. The average parking space is 9 feet wide and 20 feet deep. The average vehicle needs 25 feet to back out. The minimum driveway width needs to be 12 feet per direction of travel. Be sure to leave access for emergency vehicles. Such need is never expected, but must be planned for. If there is damage or injury because an emergency vehicle can't get through, there can be serious legal ramifications for you or your group.

**Insurance:**

The County requires proof of insurance. It is imperative that you or your group be sure that you are covered. The County must be named as an additional insurer on the proof of insurance for \$1,000,000 dollars. Discuss the details with your insurance agent.

**Alcoholic beverages:**

A permit is required by the State Alcohol Beverage Control Commission (based in Stockton). The Sheriff must also sign this permit. You cannot serve or sale beverages with alcohol without the permit. The State enforced penalties for failure to obtain the necessary permit are very severe.

**MEETING PERMIT CONDITIONS**

The permit application indicates any "loose ends" or lack of contact with responsible agencies, the County may issue the permit with conditions that must be met prior to the event, or a deadline before the event. It is your responsibility to ensure that these conditions are satisfied. Failure to do so may result in the County taking action to stop the event. If there are problems caused by failure to comply, you and your organization may face serious legal problems. Please plan ahead.

**QUESTIONS**

Call the Planning Department at (209) 754-6394 for any additional information and assistance. We want to help ensure that you have a successful event.