



# Town of Apple Valley Special Event Application



### FOR TOWN USE ONLY

Date Submitted: \_\_\_\_\_ Case No.: \_\_\_\_\_ Received By: \_\_\_\_\_

Planning Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Case Planner: \_\_\_\_\_

#### **Planning Fees:**

Minor Event (200-1000 people at one time)	\$667
Christmas tree sales lot or similar seasonal sales	\$66
Major Event (more than 1000 people at one time)	\$1,551
Three or more Mobile Food Facilities	\$66

#### **Fire District Fees**

Minor or major application review	\$149 per hr
Block party, haunted house, pumpkin patch, Christmas tree sales or similar permit	\$100
Temporary Membrane Structure, Tents, and Canopies	
Sq. Ft. of Covered Building Area:	
400-1,499	\$93
1,500-2,999	\$130
3,000-5,999	\$205
6,000 and above	\$261

**\*Applicant is responsible for obtaining all permits, as required, by the Building Division**

**NOTE: To guarantee a timely review process, this application and all required materials must be submitted a minimum of ten (10) days prior to the event. Under staff review, complex applications and major events may not be processed over the counter. Please type or print legibly in ink**

### **PROJECT ADDRESS/LOCATION** \_\_\_\_\_

### **APPLICANT INFORMATION**

**Property Owner** \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Applicant** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### **PROPERTY INFORMATION**

Assessor's Parcel No.(s) \_\_\_\_\_ Property Size: \_\_\_\_\_

General Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

### **EVENT INFORMATION**

Type/Name of event \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours/time of event: \_\_\_\_\_

Number of persons expected per day: \_\_\_\_\_ Number of food units \_\_\_\_\_

Number of toilets \_\_\_\_\_ Number of employees \_\_\_\_\_

What provisions have been made for on-site waste disposal (trash containers) and on/off-site recycling:

Final clean-up of site to be accomplished by (date) \_\_\_\_\_

Company, Policy Number, Agency and Amount of Liability Insurance (submit certificate of insurance naming Town of Apple Valley as additional insured): \_\_\_\_\_

Describe any special features, equipment, animals, etc. proposed: \_\_\_\_\_

**MATERIALS REQUIRED:**

- Completed and signed application form.
- Completed and signed applicant responsibility sheet.
- Written permission of the property owner to conduct the described event.
- Three (3) sets of a dimensioned site plan showing the location of the temporary uses, parking, and the location and dimensions of all existing and proposed structures.
- Town of Apple Valley Business License.
- One (1) copy of your California Sales Tax Permit and a completed Local Tax Allocation for Temporary Sales Form (attached).
- One (1) copy of your current California DMV registration for any RV or travel trailer proposed.
- One (1) copy of a minimum \$1,000,000 certificate of liability insurance, or as amended by the Town Risk Manager, naming the Town of Apple Valley as additional insured, and/or an indemnity/performance bond.

Separate sign permits are required. Offering food/drink will also requires permits from the County Department of Health Services.

\_\_\_\_ Initial here that you certify that the information provided in this application is correct and that you have read the operation standards

*SPECIAL EVENT  
APPLICATION RESPONSIBILITY SHEET*

Due to the number of Municipal Code violations associated with Special Event Permits, principally relating to signs, lighting, noise and circulation, it has become necessary to emphasize to each Special Event Permit applicant that *they* are solely and completely responsible for all aspects of their Special Event, if approved. This responsibility includes all actions of all employees, associates, contractors or vendors under the control of, or contracted with, the applicant relating to the Special Event.

Please initial that you have read and understand the information above. \_\_\_\_\_

The Town of Apple Valley herewith informs all Special Event Permit applicants that any and all Municipal Code violations that occur relating to the Special Events shall be the responsibility of the applicant. As such, the following information is required for any Special Event Permit application to be considered complete.

Company/Corporate Name (if any): \_\_\_\_\_

Responsible Person's Name with Company/Corporation: \_\_\_\_\_

Responsible Person's Position with Company/Corporation: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Height: \_\_\_\_\_ Ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ lb.

Eye Color: \_\_\_\_\_ Color of Hair: \_\_\_\_\_

PLEASE NOTE:

If a Municipal Code violation is documented by a Town of Apple Valley employee, before, during or after an approved Special Event (relating to that Event), the above information will be used as the basis to forward a Municipal Code Citation to the Special Event Permit applicant, which will then be forwarded to the appropriate Municipal Court for action.

Responsible Person's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Initials of staff member verifying, by direct examination of a valid license, the information detailed above: \_\_\_\_\_



## Operation Standards for Special Events

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### **APPROVAL, FREQUENCY AND TIME LIMITATIONS**

A Special Event Permit shall not be approved for any applicant (whether individual, company or corporation), or at a location where the property owner, a tenant or lessee, has either of the following:

- A. Any combination of two or more outstanding citations of the Town of Apple Valley Municipal Code, or adjudicated citations found in favor of the Town of Apple Valley by a court of competent jurisdiction, issued within the twenty-four (24) months preceding the proposed date of the event listed upon the Special Event Permit application and directly or indirectly related to, or similar to, any property, event, activity or use for which the Special Event Permit application is proposed; or
- B. The individual, company or corporation listed as the applicant upon the Special Event Permit application has, or where the property owner, a tenant or lessee, of the property listed upon the Special Event Permit application as the intended site of the Special Event, has a Municipal Code violation(s) being processed by the Town of Apple Valley or pending before a Court of competent jurisdiction and directly or indirectly related to, or similar to, any property, event, activity or use for which the Special Event Permit application is proposed.

### **VIOLATIONS**

It shall be unlawful for any permitted, employee or agent thereof to do any of the following:

- A. Conduct or operate a temporary special event without first processing an unexpired, unsuspended, unrevoked permit for each such temporary special event;
- B. Sell, give or distribute admission passes or tickets to any temporary special event without first possessing an unexpired, unsuspended, unrevoked permit/license for each such temporary special event;
- C. Operate any temporary special event in such a manner as to create a public or private nuisance;
- D. Exhibit, show or conduct within said place of the temporary special event any obscene, indecent, vulgar or lewd exhibition, show, play, entertainment or exhibit, no matter by what name designated;
- E. Allow any person on the site of the temporary special event to cause/create a disturbance in, around or near any place of the temporary special event by offensive or disorderly conduct;
- F. Knowingly allow any person to consume, sell, distribute, or possess any alcoholic beverage on the site of the temporary special event, except as expressly allowed as a condition of the permit and pursuant to the laws and regulations enforced by the State Department of Alcoholic Beverage Control;
- G. Knowingly allow any person to consume, sell, distribute or possess any controlled drug or dangerous substance in, around or near the place of a temporary special event.

### **PARKING LOT AND SIDE WALK SALES**

Parking lot, sidewalk sales and swap meet types of operations are permitted in the C-L, C-G, C-S, C-R and C-V districts subject to approval of a Special Event Permit and the following:

- A. The sale shall not exceed seven (7) days for grand openings or three (3) days for other promotions, with the exception of paragraph B. below. Other promotions are limited to four (4) events per year;
- B. Sales of seasonal or holiday merchandise (e.g., Christmas Trees, Pumpkins) shall not exceed a period of forty-five (45) days and shall be limited to two (2) events per year. These display areas shall only be allowed within a shopping center or a commercially zoned vacant lot. The area shall be fenced and can

*The Town of Apple Valley Community Development Department*

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be located within a parking area, provided that the display area does not impede circulation within the parking lot.

- C. The business owner shall obtain written authorization from the property owner and must obtain a Town of Apple Valley Business License;
- D. The activity shall not obstruct the entrance/exit to any building or required parking spaces, except as provided in paragraph B above;
- E. The activity shall not interfere with, or impede the flow of, pedestrian or vehicular traffic;
- F. No items, or any portion of a displayed item, shall be displayed in the public right-of-way or in a required parking space, except as provided in paragraph B above.