



EZOP Planning Checklist TEMPORARY SPECIAL EVENT PERMIT *Information Sheet*

GENERAL INFORMATION

Application for events shall be submitted in a complete form in advance of the anticipated commencement of the activity as follows:

(1) Minor events.

- (A) Events proposed to operate for the first time: At least 30 days in advance for a community celebration, and at least 90 days in advance for any other event.
- (B) Recurring events: At least 30 days in advance if the event had been previously reviewed and approved.

(2) Major events. At least 180 days in advance.

Temporary Special Events include all carnivals, community celebrations, off-road vehicle races, outdoor festivals, sporting events, parades, fairs, animal races, religious festivals, revival meetings and similar public gatherings. Temporary Special Events are categorized as follows:

1. Minor Event

- a. Class I - Anticipated attendance of five hundred (500) to one thousand (1,000) persons per day; or a community celebration, religious festivals, revival meetings and similar public gatherings with anticipated attendance of five hundred (500) or more.
- b. Class II – Intensive sporting events, such as off-road vehicle races or rodeos, etc. and music events with an anticipated attendance of two hundred (200) to five hundred (500) persons per day. Included in this class are any such events that are advertised by a means of mass media (i.e. radio, television, newspaper, internet, social media, fliers, etc.) provided that a means of limiting attendees to five hundred (500) persons per day is available and is strictly enforced.

2. Major Event

- a. Class I – Anticipated attendance of over one thousand (1,000) persons per day.
- b. Class II – Intensive sporting events, such as off-road vehicle races or rodeos, etc. or music events with an anticipated attendance of over five hundred (500) persons per day. Included in this class are any such events that are advertised by means of mass media (i.e. radio, television, newspaper, internet, social media, fliers, etc.) where a means of limiting attendees is not available.



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FEES

Minor Event

- Planning Initial Review Deposit: See Master Fee Schedule
- Renewal of previously approved Local Community Sponsored yearly event: See Master Fee Schedule

Major Event

- Planning Initial Review Deposit: See Master Fee Schedule
- Renewal of a previously approved Local Community Sponsored yearly event: See Master Fee Schedule

Actual Cost Applications

The basic review fees for these applications are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

PROCEDURES

The Temporary Special Event Permit application and process provides the County the opportunity to completely review the proposed event before it takes place. Conditions will be required of the applicant during and after the event takes place. A Temporary Special Event Permit provides regulations for the establishment, operation, removal, and cleanup of temporary special events that do not constitute a “land use” of sufficient magnitude or longevity to require permanent land use approval.

You need to submit a complete application to Land Use Services Department at least 30 days prior to a minor event and 180 days prior to a major event. These time frames are for the review only and may not allow any time for advertisement or advanced ticket sales before the day of the event so you may want to submit your application even earlier. If the event requires an environmental review or if the event approval is appealed by an individual or group, additional time will be required to resolve any issues.

To receive approval to conduct a Temporary Special Event, you should contact a Land Use Services Department representative as soon as possible to discuss the proposed event. Planning Staff will inform you of the steps you will need to accomplish before you will receive a Temporary Special Event Permit.

It is the applicant’s responsibility to obtain approval from all required agencies PRIOR to submitting the Temporary Special Event Permit application to the Planning Division. The applicant will need to contact the following agencies to receive their approvals/permits for the event:

- County Sheriff’s Department (local station);
- Inland Counties Emergency Medical Agency – Emergency Medical Services;
- County Division of Environmental Health Services (Food Protection Program and Land Use);
- Local fire agency;
- County Public Health Department – Preventative Veterinary Services;
- State Department of Alcoholic Beverage Control (if alcohol will be available);
- Traffic Division of the Department of Public Works, if Road Permit is required.
- **California Highway Patrol, if event is on or near a state highway. The hiring of officers at actual cost may be required if the applicable CHP office is not contacted by the applicant in due time, usually 30 days prior to the event.**



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PROCEDURES (Continued)

Temporary Special Event Permit forms are located under the Planning Handout section

<https://lus.sbcounty.gov/planning-home/handouts/> and the applicant must contact each agency to obtain their approvals. The applicant should complete the top portion of each form prior to contacting these agencies. Any or all of these agencies may have their own fees that must be paid at time of submittal of these forms. Completed forms must accompany the application when it is submitted to the Planning Division. Additional forms not included in this packet may be necessary as required by the applicable agency.

1. Submit EZOP application including all completed Temporary Special Event Permit forms for the aforementioned agencies. A Technician will invoice you once it has been determined that all required documents have been submitted.
2. Project planner will review application submittal and notify you of any corrections and/or additional items needed.
3. A Temporary Special Event Permit shall be processed using the Staff Review without notice.
4. Project planner will evaluate the application and either approve it or deny it. The applicant must abide by the Conditions of Approval, and shall be prepared to meet any applicable conditions prior to the event. The approved application and Conditions of Approval serve as the permit and must be kept on-site during the event. **PLEASE NOTE: THE APPROVED APPLICATION IS NOT IN EFFECT UNTIL ELEVEN (11) DAYS AFTER APPROVAL, IN ORDER TO ALLOW FOR ANY POTENTIAL APPEAL TO BE FILED. NO TICKET SALES OR ADVERTISING MAY TAKE PLACE UNTIL AFTER THIS PERIOD HAS PASSED.**

All Projects will be evaluated to determine if they are subject to the California Environmental Quality Act (CEQA).

SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at <https://lus.sbcounty.gov/planning-home/handouts/>

- ☐ 1. Financially Responsible Party Information form (for initial reviews only)
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application OR
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission). NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.
- ☐ 4. Completed Temporary Special Event Permit questionnaire, see Forms and Guidance Materials link above.
- ☐ 5. Letter of Intent detailing the event in its entirety, including, but not limited to schedules, activities proposed, exact locations identified with APN numbers and/or street names, etc.
- ☐ 6. Submit the completed Temporary Special Event Permit – Sheriff's Department form with plot plan and all supporting materials from each agency.
- ☐ 7. Submit the completed Temporary Special Event Permit - Inland Counties Emergency Medical Agency (ICEMA) forms with plot plan and all supporting materials from each agency.



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SUBMITTAL MATERIALS CHECKLIST (Continued)

- ☐ 8. Submit the completed Temporary Special Event Permit - Environmental Health Services (Land Use) forms with plot plan and all supporting materials from each agency.
- ☐ 9. Submit the completed Temporary Special Event Permit - Fire agency forms with plot plan and all supporting materials from each agency.
- ☐ 10. Submit the completed Temporary Special Event Permit - Roads Department forms with plot plan and all supporting materials from each agency.
- ☐ 11. Submit the signed Property Owner Permission form.
- ☐ 12. Submit Advertising Materials including all flyers, news copy, internet website, etc.
- ☐ 13. Submit a Plot Plan depicting the project site including relevant features such as structures, access and parking, the plan shall include all of the required elements listed below. **If the plan is not legible or does not contain the information listed below, your application will be returned.**
 - ☐ Plot Plan shall be one sheet, showing the entire parcel (s), showing the physical layout of the event, including buildings, improvements, and other physical features.
 - ☐ Plan Identification: Include the event name, location, date, and the name and contact information of the applicant.
 - ☐ North Arrow: Indicate north (pointing to top or left hand side of the plan).
 - ☐ Streets/Roads: Indicate location and names of all streets or roads adjacent to the property. If property is not on a road or easement, show access to property.

Event layout: All locations are to be clearly specified as taking place on private or public property.

 - ☐ Stage(s): Show location, size, type and height.
 - ☐ Amplifiers/Loudspeakers: Show location and hours, if applicable.
 - ☐ Seating: Show location and type (fixed or portable).
 - ☐ Event entry: Show location of any ticket booths and entry into the event.
 - ☐ First Aid Station/Command Post: Show location.
 - ☐ Chemical toilets/hand-washing facilities: Show location and indicate number. If existing restrooms are to be used, show location and indicate number.
 - ☐ Vendor booths: Show location and indicate number of booths
 - ☐ Food and drink booths: Show location and indicate number.
 - ☐ Tents: Indicate on a note if tents are to be used.
 - ☐ Trash/Recycling bins: Show location.
 - ☐ Parking: Show location.
 - ☐ Miscellaneous: Show location of any other aspect of the event that has not been previously listed.
 - ☐ Adjacent land use: Indicate how the land is used on adjacent parcels, particularly if amplifiers are to be used.
 - ☐ Vicinity Map: Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.
 - ☐ Utilities: Indicate how power is obtained. If by generator, show location.
 - ☐ Jurisdictions: Indicate local agencies with jurisdiction over the locations in question: local fire agency, local Sheriff's Station; local CHP office.
- ☐ 14. Insurance certificate in an amount determined by the County. If serving or vending of alcohol is proposed show coverage for Liquor Liability, in an amount determined by the County. The applicant must obtain an insurance certificate in an amount determined by the County. The certificate shall show "The County of San Bernardino, its officers, employees, agents and volunteers" as additional insured. (The policy shall be for at least \$1 million and shall give the name and date of the event.) If the serving of alcohol is proposed, coverage for liquor liability is required.