



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS (Pleasant Hill Municipal Code Chapter 6.20)

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans so they are no larger than 8.5" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed by both the property owner and the applicant.	1
X	<u>Fee/Deposit</u> – Fee or deposit made to the City of Pleasant Hill (contact the Planning Division for amount).	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Written statement</u> - describing the special event in detail and what the reasons are for the project including the city's potential benefits and costs.	1
X	<u>Special event checklist</u> – completed and signed.	1
X	<u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Community Development Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits. In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic	2 – 11"x17" sets

	survey. <u>Site plan shall include the following information:</u> <i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like. <i>Topography</i> - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas. <i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). <i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas. <i>Public areas</i> - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses, if any. <i>Land use</i> - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines. <i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade). Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed. <i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings. <i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown. <i>Handicap provisions</i> – details to verify compliance with Chapter 24 of the California Code of Regulations in regard to handicapped parking and pedestrian access routes. <i>Phasing</i> - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space. <i>Coverage</i> - tabulation of building, landscaping, open space and paving.	
X	<u>Temporary signage</u> – Details (including number, size and content) of any proposed temporary signage associated with the special event.	1
O	<u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Signatures to be notarized.	1
X	<u>Hold harmless</u> – Hold harmless declaration signed and submitted.	1

X	<u>Insurance</u> – Insurance declaration signed and submitted and proof of insurance provided in compliance with City insurance requirements.	1
X	<u>ADA guidelines and written statement</u> – Indicate clearly what plans, actions or procedures you have taken to ensure that the event is accessible to persons with disabilities.	1
O	<u>Waste management plan form</u> – completed and signed.	1
X	<u>Fire Department Clearance</u> - Proof of Contra Costa Fire District clearance for the special event.	1
X	<u>Additional submittal requirements</u> – See below for additional submittal requirements based on the special event type.	1

Block Parties Additional Submittal Requirements		
Required <i>(if marked with an “O” submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Street identification:</u> A map that identifies the street(s) to be closed, including the extent of street closure. Note: Only streets classified by the City as a residential or neighborhood street (not a collector or arterial street) may be used for a block party or similar type of event.	1
X	<u>Neighborhood petition:</u> A petition in favor of the event signed by at least half of the residents and businesses on both sides of the street to be closed.	1
X	<u>Notification of street closure:</u> A notice for affected neighbors and businesses of the event and shall include the time, date and areas closed.	1

Parades, Races, Runs, Walks Additional Submittal Requirements		
Required <i>(if marked with an “O” submittal is optional, otherwise submittal is required, please check with the Planning Division))</i>	Submittal Requirement	Number of Copies
X	<u>Map of Route:</u> A map showing the route of the proposed event, including identification of all streets along the route. A parade, race, run or walk shall not occur on City classified arterial streets between the hours of 7:00am to 9:00am and 4:00pm to 6:00pm, Monday through Friday (not including City identified holidays).	

Farmers Markets Additional Submittal Requirements		
Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
O	<u>City Council authorization</u> – Copy of executed contract with the City Council authorizing the operation of a Farmers Market <u>if it will be operated on public property.</u>	1

Downtown Area Special Event Permit Additional Submittal Requirements		
Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
O	<u>Master special event permit</u> – A complete list of all events to be reviewed/approved as part of a master special event permit request. The permit request shall also include a site plan showing the location and setup of each individual event, hours and dates of each event, and a summary of activities for each event.	1



APPLICATION FOR A SPECIAL EVENT PERMIT

CITY OF PLEASANT HILL

(Pleasant Hill Municipal Code Chapter 6.20)

100 Gregory Lane
Pleasant Hill, CA 94523
Tele. (925) 671-5209

www.phillca.gov

The City of Pleasant Hill allows special events throughout the City. Special events include parades, commercial filming, block parties, entertainment events, etc. that occur on or partly on public property or within the Downtown Area of the City of Pleasant Hill. Certain events are exempt from a permit including a City sponsored event on City property and events entirely on school or park district property (see the Planning Division for additional information).

I. GENERAL DATA

- A. Assessor's Parcel Number(s) _____
- B. Address of Property/Event Location _____
- C. Description of Special Event (attach separate information if necessary) _____

- D. Dates of Special Event _____

II. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period.

I hereby certify under penalty of perjury under the laws of the State of California that the information in this application and any document submitted with or in support of this application are true and correct to the best of my knowledge and belief, and that copies of any documents submitted with or in support of this application are true and correct copies of unaltered original documents. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a crime and subjected to fine or imprisonment, or both fine and imprisonment. (Penal Code Section 72)

A. Applicant:

Name _____ Phone _____

Address _____ Email _____

Signature _____ Date _____

B. Property Owner:

Name _____ Phone _____

Address _____ Email _____

Signature _____ Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

SPECIAL EVENT PERMIT CHECKLIST

(Pleasant Hill Municipal Code Chapter 6.20)

The following is a checklist that is required to be filled out by the applicant to provide additional detail on the proposed special event(s). The applicant is also required to sign and date the checklist, located at the end of the document.

Special Event Title: _____

Special Event Location: _____

Special Event Date(s) and Hours: _____

Organization Name (if applicable): _____

Group or Association sponsoring event: _____

Special Event Contact Person (during and prior to event and if different from applicant): _____

Special Event Contact Person Phone and Email: _____

Special Event Type (check all that apply)

- ☐ Parade/Run/Walk ☐ Carnival ☐ Free Speech Event
- ☐ Downtown Special Event ☐ Block Party
- ☐ Farmers Market ☐ Motion picture, radio and television productions
- ☐ Other (please describe) _____

Please complete the following:

Will the special event:	Yes	No	N/A	Additional Information
a) occur partially or entirely on public property?				
b) occur entirely on private property?				If yes, special event permit not required.
c) require streets to be closed?				Identify streets.
d) be open to the general public?				

Will the special event:.	Yes	No	N/A	Additional Information
e) require a fee to attend?				If a fee is required, please contact the City Finance Department for Business License Applicability.
f) request law enforcement?				
g) utilize private security?				
h) likely attract the media?				
i) serve or sell alcohol?				If served or sold, please check with the California Department of Alcohol and Beverage Control (ABC) – (916) 419-2582.
j) serve or sell food?				If food is served, County Health Department approval is required - (925) 692-2500.
k) include an amplified sound system?				Event shall comply with City Noise Ordinance (see PHMC Section 9.15).
l) require the use of water or electricity?				
m) utilize generators?				Event shall comply with City Noise Ordinance.
n) incorporate search lights?				
o) incorporate tents or other temporary/portable structures?				Depending on the size of the tent/structure, a Fire Department permit may be required – (925) 757-1303.
p) incorporate signage?				Signage proposed on public facilities (buildings, light poles, etc.) requires submittal of details (size, location, signage language).
q) incorporate portable restroom facilities?				
r) provide trash facilities?				Special events are also required to comply with applicable waste management and recycling requirements (see included waste management and recycling requirements).
s) incorporate a stage?				Event shall comply with City Noise Ordinance (see PHMC Section 9.15).
t) include live animals?				
u) provide required accommodations under the Americans with Disabilities Act				Event shall comply with applicable ADA requirements (see included ADA requirements).



APPLICATION FOR A SPECIAL EVENT PERMIT FEE WAIVER

CITY OF PLEASANT HILL
(Pleasant Hill Municipal Code Chapter 6.20)

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523
Tele. (925) 671-5209
Fax. (925) 682-9327

The City of Pleasant Hill allows for a fee waiver for special event permits under certain circumstances. Please review Pleasant Hill Municipal Code Section 6.20.110.B. If you believe that you qualify for a fee waiver please complete the application below.

I. PERMIT FEE WAIVER SURVEY (PHMC Section 6.20.110.B)

	<u>Yes</u>	<u>No</u>
1. Is the applicant a non-profit organization?	☐	☐
2. Is the request a small neighborhood event of less than 75 people?	☐	☐
3. Is the request a free speech event under PHMC Section 6.20.040 and 6.20.080?	☐	☐
4. Is the special event co-sponsored by the City of Pleasant Hill?	☐	☐
5. Is the special event a fund-raising event for the organization (no waiver allowed)?	☐	☐
6. Is the applicant, or the majority of members of the applicant organization, an indigent natural person*?	☐	☐

**indigent natural person means a person who is receiving benefits pursuant to the Supplemental Security Income (SSI) and State Supplemental Payments (SSP) programs (section 12200 and 12205, inclusive, of the California Welfare and Institutions Code), the California Work Opportunity and Responsibility to Kids Act (CalWORKs) program (Chapter 2, commencing with Section 11200 of Part 3 of Division 9 of California Welfare and Institutions Code), the Food Stamp program (7 U.S.C. Sec. 2011 et seq. or Section 17000 of the Welfare and Institutions Code; or a person whose monthly income is 125% or less of the current monthly poverty line annually established by the Secretary of Health and Human Services pursuant to the Omnibus Budget Reconciliation Act of 1981, as amended.*

II. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period.

I hereby certify under penalty of perjury under the laws of the State of California that the information in this application and any document submitted with or in support of this application are true and correct to the best of my knowledge and belief, and that copies of any documents submitted with or in support of this application are true and correct copies of unaltered original documents. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a crime and subjected to fine or imprisonment, or both fine and imprisonment. (Penal Code Section 72)

Applicant:

Name: _____

Phone: _____

Address: _____

Date: _____

Signature: _____



City of Pleasant Hill Special Event Permit Hold Harmless and Insurance Declaration

By my signature below, I agree to and represent that:

1. Hold harmless and indemnification. I agree to defend, indemnify and hold harmless the City (including its officials, officers, employees and volunteers) against claims, actions, losses, damages, injuries and liabilities arising directly or indirectly from the special event activities, except for any such claim arising out of the sole negligence or willful misconduct of the City. (This obligation does not extend to losses caused by other persons hostile to the content of the message at a free speech event.) (PHMC §6.20.130.)
2. Insurance. At least 21 days before the proposed special event, I will provide to the City a certificate of insurance and original endorsements of comprehensive general liability insurance which meet the requirements of this section.
 - a. “...the permittee shall procure and maintain in effect during the term of the permit a policy of insurance from a reliable insurance company (Best’s rating of no less than A:VII) authorized to do business in the state, which policy includes the city, its boards, officers, agents, employees, and volunteers as named insureds or additional named insureds and which provides the type and amount of coverage that the city attorney determines to be necessary and adequate under the circumstances, consistent with the city’s standard practices.” (PHMC §6.20.130B.)
 - b. include liability coverage for claims made by participants in your event.
 - c. be for an amount of at least \$2 million per occurrence for bodily injury, personal injury and property damage, unless the City Attorney requires a higher amount based on the type of event. Any deductible or self-insured retentions must be identified and approved by the City Attorney.
 - d. the certificates and endorsements must be on ISO-approved forms. The original endorsements must specifically state the following:

*“The City of Pleasant Hill, its officials, officers, employees and volunteers are additional insureds against liability for injury to persons, damage to property and the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
This insurance is primary with respect to the additional insureds. Any other insurance available to the City of Pleasant Hill, its officials, officers, employees and volunteers shall be excess and noncontributing.”*

Signature of applicant _____ Dated _____

Title _____ Name of organization _____



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane

Pleasant Hill, CA 94523

ADA GUIDELINES FOR SPECIAL EVENTS

(and other events held on City property)

All special events occurring within the City of Pleasant Hill city limits and held on property owned or managed by the City, including the public right of way, must be accessible to people with disabilities. This is also true for workshops, conferences, hearings, events, or any other activities held on City property. The ADA Compliance Officer provides the following information to assist you in ensuring that your events are accessible. (*See Pleasant Hill Municipal Code, Chapter 6.20 regarding Special Events*).

GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 48" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.



City of Pleasant Hill Special Events Waste Management Plan

California State law (AB 939) requires that all Cities divert at least 50% of their solid waste from the landfill. In addition, state law also requires that any special event with over 2,000 participants per day must develop a solid waste management and recycling plan prior to the event. You can visit the CalRecycle website www.calrecycle.ca.gov/venues for useful links and information.

Special events can generate considerable waste, but much of it is recyclable. By introducing a recycling and waste reduction plan into your event, you are meeting community expectations which call for more diversion from the landfill, reducing greenhouse gases and probably making your event more popular in the long term.

The City of Pleasant Hill is committed to recycling and implements numerous programs to help reduce the community's impact on the environment. In partnership with Republic Services, the franchise hauler, the city offers recycling programs for all residents and commercial customers. You can reach customer service for Republic Services at **(925) 685-4711**. You can also contact Republic Services' recycling coordinator for Pleasant Hill at **(925) 671-5806**.

Please complete the following form (next page) and submit no later than 21 days prior to the event.

Section 1: General Event Information

Event Name:

Location of Event:

Date(s) of Event:

Event Contact Name/Title:

Email:

Phone:

Section 2: Waste Reduction

Identify measures taken to reduce the amount of waste produced by your event.

Identify measures taken by your organization and vendors to make environmentally preferable purchases. *For example, use of recyclable utensils and paper products with no Styrofoam.*

Section 3: Waste/Recycling at the Event

Which types of recyclable material will be produced by your event? Please check all applicable boxes.

- ☐ Cardboard
- ☐ Paper
- ☐ Plastic
- ☐ Aluminum
- ☐ Steel food cans
- ☐ Glass
- ☐ Other _____

How will you ensure recycling containers will not be contaminated by non-recyclable material? Please check all applicable boxes.

- ☐ Providing signage on recycling containers
- ☐ Ensuring recycling containers are placed next to garbage containers
- ☐ Monitoring of waste containers during event to prevent overfilling
- ☐ Event staff/volunteers monitor waste containers to guide attendees in proper disposal
- ☐ Other _____

Section 4: Containers and Layout

For assistance, please contact Republic Services' Recycling Coordinator for Pleasant Hill at (925) 671-5806.

Type	Size	Quantity	Delivery/Removal Date
Clearstream Event Recycler	N/A		
Cart-- Recycle			
Cart-- Garbage			
Roll off Recycle			
Roll off Garbage			

Section 5. Creating Successful Event Recycling

- ☒ Identify recycling and 'greening' goals
- ☒ Choose a recycling coordinator for the event
- ☒ Determine what materials will be collected in the event waste stream, and what out of those can be recycled
- ☒ **Design recycling stations and map out recycling container locations. Place recycling containers next to ALL refuse containers**
- ☒ Organize education and outreach components about recycling in the event program, vendor packets, press releases, signage, etc
- ☒ Schedule and train volunteers to assist with recycling efforts
- ☒ Contact and schedule recycling/garbage service provider
- ☒ After the event, evaluate and publicize recycling results
- ☒ Recognize and thank all vendors, staff and attendees who assisted with recycling efforts

Section 6. Communicating with Vendors

Vendors at community events are eager to keep up with current trends and environmental responsibilities. The following examples can be used in vendor agreements, packets, letters and permits to encourage recycling strategies. See sample letter, last page.

- ☒ Educate staff at each booth on the recycling layout and procedures.
- ☒ Recyclable items include:
 - Cardboard: flatten and stack
 - Cans: collect in recycling container or flatten
 - Mixed paper
 - Plastic bottles
 - Plastic bags: ask that vendors use only recyclable paper bags.
 - Prohibit use of Styrofoam

Sample Letter for Concessionaires or Vendors

Dear *[Concessionaire or Vendor Title]*:

The *[Name of location or event]* is implementing a waste reduction and recycling program. The City of Pleasant Hill wants to divert as much material as possible from the landfill. To help conserve natural resources, and protect the environment, we are requiring all booths to participate.

Please review the information about the recycling program procedures below:

[Give details of the recycling program here, including which materials will be recycled, where carts and/or roll off bins will be located and how and when the materials will be collected. Identify your responsibilities and the vendor's responsibilities.]

Eliminating waste materials before the event even starts will save your booth time and money. Waste reduction is an important part of our new program. We ask that you:

- Look for opportunities to reduce packaging materials
- Refrain from using Styrofoam
- Avoid the use of plastic bags; use recyclable paper bags
- Increase the amount of recycled content in products and packaging

We will be making every effort to educate guests about our recycling program. In addition, it is important that your employees be aware of the new program and how it will operate. We ask that you please educate your staff about the recycling policies and procedures.

For more information, or if you have any questions or concerns, please contact the Recycling Coordinator, *[Name]*, at *[Phone and/or email]*. For additional recycling information and tips visit the Republic Services website at www.republicservices.com. We look forward to working with you to accomplish our waste reduction goals!

Sincerely,

[Your name here]