

CITY OF SAN JUAN CAPISTRANO



Planning Division
32400 Paseo Adelanto
San Juan Capistrano
planning@sanjuancapistrano.org
www.sanjuancapistrano.org
(949) 443-6331

For City Staff Use Only

Project Number: SAP	Total Days Approved This Calendar Year:
Staff Review By:	Date Received:
Fee Amount: \$ Deposit Amount: \$	Profit ☐ Non-Profit ☐

SPECIAL ACTIVITIES PERMIT

With approval of a City permit from the Planning Department, the City's Municipal Code Section 9-3.547 allows: Businesses and non-profit organizations to conduct special events up to **32 days during the calendar year**. Car dealers are permitted special activity permits for up to **90 days and the month of March per calendar year**. The total days allowed shall **not be broken into more than three individual events per calendar year**. All applications are required to be submitted 14 days prior to the event to allow staff time to review all activities proposed.

EVENT INFORMATION

Event Name:			
Event Description (Attach letter if necessary):			Business License No.:
Event Address/Location:			Expected Attendance:
Event Setup Date(s):	Event Date(s):	Event Removal Date(s):	Event Time(s):

BANNERS: The City's Municipal Code permits one banner/sign to be erected per street frontage for special events not more than 32 days during the year. **Maximum banner size is 48 square feet, with a maximum length of 10'.**

Will you have a banner displayed at your event? Yes ☐ No ☐		Banner Display Date(s):
Length:	Width:	Location:

PROPERTY OWNER INFORMATION

APPLICANT INFORMATION

Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax No.:	Fax No.:
E-Mail Address:	E-Mail Address:

ACTIVITIES CHECKLIST

Please check all that apply to your event– Note: * may need to notify alternative City Departments or outside Agencies

- | | | |
|--|--|---|
| ☐ Alcohol *(ABC Permit & Police Services Security Plan Review Required) | ☐ Circus | ☐ Parking (off-site) * (Property Owner Authorization) |
| ☐ Amplified Music/P.A. System | ☐ Concert * | ☐ Parking Fees * |
| ☐ Animals * (Orange County Animal Control Permit Required) | ☐ Dancing | ☐ Rodeo * (Orange County Animal Control Permit Required) |
| ☐ Carnival Games | ☐ Fireworks * (Orange County Fire Authority Permit) | ☐ Vendors (food/beverages) * (Orange County Health Care Agency Permit) |
| ☐ Carnival Rides | ☐ Live Entertainment | ☐ Vendors (retail sales)* |
| | ☐ Parade * | ☐ |

SUPPLIES/EQUIPMENT

Please check all that apply to your event– Note: * may require approval of other City Departments or outside agencies

- | | | |
|--|--|---|
| ☐ Banners/Signs* | ☐ Street Barricades, Cones, and Closures* (Public Works Division Permits) | ☐ Traffic Control * (Public Works Division Permits) |
| ☐ Lighting | ☐ Temporary Fencing * (Orange County Fire Authority Permit) | ☐ Use of Private Properties (Property Owner Authorization) |
| ☐ Security* (Police Services Security Plan Review Required) | ☐ Tents and/or canopies * (Orange County Fire Authority Permit) | ☐ Water Hook-ups * (Utilities Division Permits) |
| ☐ Portable Toilets (Provide quantity) | ☐ Use of Public Facilities/ Parks * (Community Services Permits) | ☐ Bleachers |
| ☐ Temporary Electrical * (Building Permit) | ☐ | ☐ Inflatable bounce house |
| | | ☐ |

VENDORS: Please submit a complete list of all vendors used or participating in the event. All vendors are required to have City Business Licenses. Please provide Business License Numbers if available.

SITE PLAN: Please submit a complete site plan with your application (a hand-drawn site plan is acceptable). All activities indicated on the list above should be identified on the site plan with details to the location and orientation of potential impacts (i.e. lighting and stereo directions, path of travel from off site parking, etc.).

PROPERTY OWNER'S AUTHORIZATION AND APPLICANT'S SIGNATURE

Property Owner's Signature

Date

Applicant's Signature

Date

For City Staff Use Only

City Staff Signature

Date

- ☐ Approved
☐ Denied
☐ Approved Subject to Below Conditions

Conditions of Approval:

Copies of approved permit sent to: ☐ City Code Enforcement Officer ☐ Orange Co. Sheriff's Dept.