



City of Hesperia
PLANNING DIVISION

File No.: _____

Date: _____

APPLICATION FOR TEMPORARY SPECIAL EVENT / SIGNAGE

APPLICATION TYPE

☐ **Temporary Special Event Minor**

Applications for temporary use permits and special event permits shall be filed with the Planning Division in a manner prescribed by the City, along with a fee as adopted by resolution of the City Council at least fourteen (14) days prior to the event for minor events unless a shorter time frame is authorized by the Director of Development Services.

☐ **Temporary Special Event Major**

Any special event permit which requires a partial or complete street closure, or which may be attended by approximately five hundred (500) people shall be considered a major event. Major special events may require approval of a traffic control plan and/or other study, use of police and/or fire personnel, and/or providing a surety as required by the review authority. Major events shall be filed with the city at least sixty (60) days prior to the event unless a shorter time frame is authorized by the Director of Development Services. Special events with fewer attendees may also be considered a major event if the event requires that police and/or fire personnel be onsite or if the site or facilities may not accommodate the number of expected participants. **Additional Engineering permit fee may be required.**

☐ **Temporary Signage**

Applications for temporary signage shall be use for advertising of special events, activities such as grand openings, charitable events, and seasonal sales. Temporary signage shall be for the time period specified on the approval but in no circumstances shall it exceed more than twenty-one (21) continuous days, or more than four consecutive weekends of operation in any ninety-day (90) period.

REQUIREMENTS

Documents required at time of submittal

- ☐ Consent from underlying property owner (See attached page 2.)
- ☐ A detailed description of the event and planned activities including but not limited to: set-up and tear-down, hours of operation, date of activities, anticipated attendance, schedule of events. (See attached Letter of Intent, page 3.)
- ☐ Provide a copy of liability insurance or other information as required. (See Insurance requirement, page 4)
- ☐ Provide a plot plan/site plan (See page 5) and other graphics necessary to indicate the location of the proposed event including structures, parking areas, fixtures, tents, tables and the location and size of any signage including pennants, banners or streamers.
- ☐ Provide a vendor Business License verification list for all vendors.

TSE # _____

APPLICANT

Host Organization: _____

Name of Applicant: _____

Mailing Address: _____

Email: _____

Phone Number(s): _____

ONSITE CONTACT

Name: _____

Email: _____

Phone Number: _____

PROJECT LOCATION

Event Dates & Hours: _____

Event Location address / Location of signs: _____

Number of signs: _____ Dimension of sign(s): _____

PROPERTY OWNER INFORMATION

Property Owner: _____

Property Owner Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No. _____ Email Address: _____

SIGNATURES: (OWNER AFFIDAVIT)**TO BE COMPLETED IF APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY:**

I hereby grant permission to _____ for the operation of _____

From: _____ To: _____

Telephone: _____

Signature: _____ Date: _____

TO BE COMPLETED IF APPLICANT IS THE OWNER OF THE SUBJECT PROPERTY:

I attest that I am the owner of the above-referenced property:

Signature: _____ Date: _____

TSE # _____

LETTER OF INTENT**TYPE OF EVENT:**

- ☐ Parking lot, sidewalk sale, tent sale
☐ Outdoor art and craft show and exhibit
☐ Seasonal retail sale of agricultural products
☐ Sign(s)
☐ Other _____

Purpose of event: _____

Event activities / details: _____

Expected number of guests: _____ Guest parking location: _____

- Are you requesting any street closures? Yes ☐ No ☐ If yes, provide a detailed map. List intersections? _____ Date & Time: _____
- Applicant has verified all vendors have a City of Hesperia business license? Yes ☐ No ☐ Number of Vendors: _____ Vendor list & license numbers attached: Yes ☐ No ☐
- Will food be sold on premises? Yes ☐ No ☐ If yes, a permit from San Bernardino County Department of Environmental Health Services is required. A copy of this permit is attached: Yes ☐ No ☐
- Will the event include any alcohol consumption or sales? Yes ☐ No ☐ If yes, please provide a copy of ABC permit.
- Will a sound system be utilized? Yes ☐ No ☐ (i.e., bull horn, siren, amplified sound system, other) if yes, provide details.
- Will your event require the use of electricity? Yes ☐ No ☐ If yes, how will it be provided? Generator, temporary power pole, existing outlets. If electricity is required, what will it be utilized for? string lights, booth lighting, pole lighting, flood lights, other.
- Will there be any animals at the event? (i.e: petting zoo, pony rides, etc.): Yes ☐ No ☐ If yes, please explain (Number, type, reason): _____

All provided details are hereby true and accurate to the furthest of my knowledge. Any changes will be presented to the City of Hesperia for revision approval. I am aware that additional activities not listed or approved in this application may result in event termination.

Print Name: _____ Signature: _____ Date: _____

ALL SPECIAL EVENTS SHALL BE SUBJECT TO THE FOLLOWING REQUIREMENTS, AS APPLICABLE:

1. The approval period for any special event and temporary signage shall be for the time period specified on the approval but in no circumstances shall it exceed more than twenty-one (21) continuous days, or more than four consecutive weekends of operation in any ninety-day (90) period.
2. Adequate provisions for traffic circulation, off-street parking, and pedestrian safety shall be provided to the satisfaction of the Development Services Director, or his or her designee.
3. Sanitation facilities shall be provided for the duration of the event; the number and location to be determined by the reviewing authority.
4. Security personnel shall be provided as required by the City Police Department.
5. Parking accommodations for amusement enterprise workers and support vehicles shall be provided as required by the reviewing authority.
6. Noise attenuation for generators and carnival rides shall be provided as approved by the reviewing authority.
7. Adequate emergency access shall be provided as approved by the Fire Department.
8. A certificate of insurance shall be submitted to the Planning Division, naming the City as co-insured, for not less than one million dollars (\$1,000,000.00) of general liability coverage, prior to issuance of any permits. This requirement may be waived for small events entirely on private property with no impacts to public facilities.
9. Adequate staging area shall be provided as approved by the Development Services Director, or his or her designee.
10. Any platforms, stages, tents, or screening devices erected for the event shall be constructed to the satisfaction of the building official and/or fire marshal. The structure shall be removed from the site immediately following the event.
11. If involvement by government personnel (Public Works, Fire, and Police) is required, a deposit to cover estimated costs shall be submitted prior to issuance of the permit. Upon completion of the event, the city will, within twenty (20) working days, either refund any unused portion of the initial deposit, or require payment of any additional expenses incurred.
12. In cases where food and/or alcohol products will be sold to the general public in conjunction with the event, proof that permits were obtained from the County Department of Environmental Health Services and other applicable agencies shall be submitted prior to issuance of any permits.
13. Portable searchlights may be permitted, provided that the beam, when lit, shall not be at an angle of less than sixty (60) degrees from the horizontal, and that no advertising is located on the searchlight or its supporting structure.
14. Inflatable signs, balloons or bounce houses may be permitted provided that they are securely tethered. Insurance as specified in subsection (8) shall be required for any event using such inflatable devices.

INSURANCE

Applicant must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, AND an additional insured endorsement naming the City of Hesperia, as additional insured. All vendors participating in the event and service providers must provide insurance as well as all contracted services for the event i.e. security services, rentals, traffic management, etc. This document must be submitted no later than fourteen (14) days prior to the event start date.

SITE PLAN

TSE # _____

SITE
PLAN

SCALE:

Applicant's Name: _____
Street Address: _____

NOTE: Site plan must show details of Sign(s) and/or Special Event Area. Please identify existing building, proposed structure, walkways, parking, driveway, public street(s), etc.

NORTH