

CITY OF SEAL BEACH, CALIFORNIA



SPECIAL EVENT PERMIT APPLICATION PACKET

Available on-line at "www.sealbeachca.gov"

WHEN CAN I REQUEST A SPECIAL EVENT PERMIT?

Due to the need for staff review and careful consideration of each special event, applications must be submitted within the timeframe specified below. If this time period is not met, City Staff cannot process the request and the application will not be accepted.

A Special Event Permit Application must be submitted no later than 4:00 p.m., thirty (30) days prior to the event date.

BEACH REQUESTS PLEASE NOTE:

Due to the high attendance on the beach during the summer months, Special Events proposed at Eisenhower Park or on the beach during peak season are not guaranteed. Applications will be individually reviewed based on impacts to beach use by residents and visitors.

Peak season begins the Friday of Memorial Day weekend and ends on the Tuesday after Labor Day.

No chairs are permitted on the beach for any Wedding Ceremonies.

HOW TO APPLY FOR A SPECIAL EVENT PERMIT

To request City consideration of a Special Event Permit, the attached application and supporting documentation must be submitted to the Community Services Department. All application submittal requirements are listed on pages 1 and 2 of this packet. Filing requirements must be met in full, if an application is incomplete, City Staff cannot process the request and the application will not be accepted.

City Staff are available if you need assistance in completing the forms.

SUBMITTAL REQUIREMENTS

1. **Application Form**

Complete the application in detail providing a complete description of the proposed event. Include both your mailing address and your home or business address, as applicable. Both the applicant and the property owner must sign the application. The application must be submitted no later than 4:00 p.m., thirty (30) days prior to the event date.

2. **Owner's Affidavit Form**

The applicant must show the City proof that he/she is the property owner of the event location by providing a copy of the Grant Deed and a picture I.D., such as a driver's license.

If the applicant is not the legal property owner of the event location, the property owner must authorize the applicant to act as his/her agent by signing the **Owner's Affidavit**. If the property owner does not sign the Owner's Affidavit, the application is incomplete.

3. **Notice to Adjacent Property Owners – Radius Map and Mailing Labels**

A 100 foot radius map and mailing labels must be submitted as part of the application. The radius map must clearly show the event location and all properties within 100 feet of the location boundaries. The mailing labels must list all property owners and occupants within this radius.

A *Pending Notice of Special Event* must be mailed to all property owners **and** all occupants of properties within **100 feet** of the event location. The City will prepare and distribute these notices using the mailing labels submitted with the application.

If the event location does not have an address, such as the beach, use the closest parcel with an address to create a representative 100 foot radius.

NOTE: *The Orange County Assessor's Office allows residents to visit their facility and generate both radius maps and mailing labels for printing. The cost for printing maps is \$1.50 per map, lists of homeowners are \$1.00 per page, and mailing labels are \$2.00 per page. Please note, that owners **and** occupants must be notified so you will need to obtain two lists: a property address list **and** a homeowners list. The Orange County Assessor's Office can be contacted by phone at (714) 834-2727.*

4. **Plans**

A site plan, floor plan, and elevations depicting the location of the special event and proposed activities must be submitted with the application. All activities and their locations must be clearly shown on the plans. All plans must show how accessibility accommodations will be provided during the event. Page 12 provides an overview of accommodations that may be necessary. The applicant must submit plans as follows:

- All plans must be provided on a **minimum size of 8½" x 11" sheet** or **maximum 11" x 17" sheet** folded flat to measure 8½" x 11".
- The plans submitted must indicate the following:
 - a. All property lines, street and alley locations, street names, walkways, patio areas, all structures and their dimensions. Location of Special Event activities shall be indicated on the Site Plan.
 - b. Automobile parking arrangement, including location of driveways and their dimensions.
 - c. Interior floor plans showing the location of proposed special event activities.
 - d. Location and type of existing or proposed walls and/or fences.
 - e. Traffic control plan, where applicable.
 - f. Location of alcohol service. (ABC Permit required. Not all requests for alcohol sales will be approved).
 - g. Location of cashier, if applicable.
 - h. Location of live band area, if applicable.
 - i. The applicant shall provide an area for use by persons not affiliated with the Event who may wish to engage in free speech activities such as entertainment, speeches or readings. The free speech area shall be designated on the site plan for the event and no vendor stalls shall be located in the free speech area.

5. Filing Fee

A Nonrefundable Filing Fee of \$159 must be paid at the time the application is submitted. Checks should be made payable to "City of Seal Beach."

NOTE: *In some cases where there will be greater impacts to the City, a larger deposit will be required. City Staff are available to answer any questions regarding this.*

6. Appeals

A written appeal to Staff’s decision must be filed within ten (10) calendar days of the receipt of the decision. Appeal Forms are available at the Community Services/Recreation Counter. A fee must be submitted at the time an appeal is filed.

7. Insurance

Liability insurance in an amount not less than one million dollars (\$1,000,000) must be carried for the date of the actual event and must show the City of Seal Beach as an “Additional Insured” by this policy for the date of the event. Proof of this insurance must be provided with the Special Event Permit application. Failure to provide this information at the time of application will deem the application incomplete.

8. Additional Permits


Some activities may require additional permits from other City Departments or outside agencies. The items listed below provide reference and contact information for common activities.

Activity	Required Approval or Permit	Agency Contact
Use of City Facility	<ul style="list-style-type: none"> Parks & Recreation Rental Agreement Indemnification Agreement 	Community Services Department, City of Seal Beach – Dana Engstrom 562-431-2527 ext. 1306
Tent or Canopy (depending on size)	Fire Permit	Orange County Fire Authority 714-229-8805
Assembly of 50 or more people (if building is not classified for 50 or more)	Fire Permit	
Live Music/Amplification	Electrical Permit <i>may be required</i>	Building Division, City of Seal Beach 562-431-2527 ext. 1323
Generator	Permit <i>may be required</i>	
Street Closure	Street Closure Permit	Department of Public Works, City of Seal Beach 562-431-2527 ext. 1317
Electrical Power Needed	Use Fee	
Event Banner	Banner Permit	
Advertisement on Public Property	Encroachment Permit	
Water from Hydrant	Water Hydrant Permit	
Storage of Trash or Materials	Dumpster Permit	
Serve/Sale of Food	<ul style="list-style-type: none"> Health Permit Seal Beach Business License 	OC Health Department 714-433-6141
Sale of Taxable Goods	Seal Beach Business License	Finance Department, City of Seal Beach 562-431-2527 ext. 1314
Use of Parking Lots in City Lots	Parking Pass - \$15 per stall	
Serve/Sale of Alcohol	Daily Alcohol License (ABC-221)	Alcohol and Beverage Control 714-558-4101 www.abc.ca.gov
Portable Trash Cans	Letter with logo	Republic Services (800) 299-4898 x4204

NOTE: *Incomplete applications will **not** be accepted. All the above items must be submitted at the same time. If an application is incomplete, City Staff cannot process the request and the application will not be accepted. If an application is not submitted within the thirty (30) day to timeframe, City Staff cannot process the request and the application will not be accepted.*

Application Checklist

The following items **MUST** be included at the time of submission or the application will **NOT** be accepted.

- Application Form, fully completed and signed
- Plans – folded to measure 8½" x 11"
- Accessibility plan clearly shown throughout event areas, include ramps
 - 100 ft. Radius Map and Mailing Labels
- Check made out to “City of Seal Beach” for nonrefundable application fee
- Proof of Insurance
- Completed Indemnification Agreement
- “Property Owner’s Affidavit” form, notarized
- Community Event Accessibility Compliance Form 

Additional Permits

When applicable, the following items **MUST** be included at submission or the application will **NOT** be accepted.

- Fire Permit from Orange County Fire Authority.
(All applicants are required to contact OCFA.)
- Health Permit, if serving or selling food.
- Permit for Alcohol Service, if serving or selling alcohol.
- Permit for banners, street closure, or hydrant use.
- Receipt showing fee PAID for provision of electrical power.
- List of vendors. *Vendors must obtain a business license 7 days prior to event.*
- Reserved Parking for use of beach parking lot with ABM.
Proof of reservation and payment must be submitted to City Staff 14 days prior to event date or permit will be voided.

NOTE: Incomplete applications will **not** be accepted. All the above items must be submitted at the same time. If an application is incomplete, City Staff cannot process the request and the application will not be accepted. If an application is not submitted within the thirty (30) day timeframe, City Staff cannot process the request and the application will not be accepted.

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CITY OF SEAL BEACH
211 Eighth Street, Seal Beach, CA 90740
(562) 431-2527

Case No. _____
Processing Fee _____

SPECIAL EVENT PERMIT APPLICATION

TODAY'S DATE _____ DATE(S) OF EVENT _____
EVENT NAME _____ EVENT LOCATION _____
EVENT HOURS (INCLUDE SET-UP & TEAR-DOWN) _____ ANTICIPATED ATTENDANCE _____
DESCRIBE EVENT ACTIVITIES _____
FOR-PROFIT OR NON-PROFIT _____
ORGANIZATION _____ LIST ALL PERMITS IN LAST 12 MTHS _____
RESPONSIBLE INDIVIDUAL _____ NUMBER OF WORKERS _____
ADDRESS _____ CITY/ZIP _____
HOME PHONE _____ CELL PHONE _____ E-MAIL _____

A SITE PLAN WITH A DETAILED DESCRIPTION OF THE EVENT LAYOUT MUST BE ATTACHED TO THIS APPLICATION

WILL YOU REQUIRE USE OF A CITY FACILITY? Y / N If yes, please specify: _____

WILL YOU REQUIRE ANY OF THESE SERVICES? (Please check all that apply)
Some items may require additional permits from other City Departments. Please see "Submittal Requirements" for more information.

- ELECTRICAL POWER (\$40/per location)
ASSISTANCE OF CITY PERSONNEL
STORAGE OF TRASH OR MATERIALS
SPECIAL EQUIPMENT:
EVENT BANNER
RESERVED PARKING
WATER FROM HYDRANT
OTHER:

WILL ANY OF THE FOLLOWING BE UTILIZED DURING THE EVENT? (Please check all that apply)
Some items may require additional permits from other City Departments. Please see "Submittal Requirements" for more information.

- TENT/CANOPY (SIZE:)
LIVE MUSIC WITH NO AMPLIFICATION
AMPLIFICATION (PUBLIC ADDRESS OR MUSIC)
STREET CLOSURE
GENERATOR
OTHER:

WILL ANY OF THE FOLLOWING TAKE PLACE DURING THE EVENT? (Please check all that apply)
Some items may require additional permits from outside agencies. Please see "Submittal Requirements" for more information.

- SERVE/SELL FOOD ITEMS (# of Vendors)
SERVE/SELL ALCOHOLIC BEVERAGES (Attach copy of ABC License)
COOKING (DESCRIBE:)
SECURITY MEASURES (DESCRIBE:)

I HEREBY CERTIFY THAT I/ (NAME AND ORGANIZATION) THAT THE ABOVE INFORMATION IS COMPLETE AND I/WE WILL BE RESPONSIBLE FOR ANY DAMAGE OR UNECESSARY ABUSE OF THE FACILITY, BUILDING, OR EQUIPMENT. I/WE AGREE TO HOLD THE CITY OF SEAL BEACH HARMLESS AND FREE FROM LIABILITY OF ANY NATURE ARISING FROM THE USE OF CITY FACILITIES INCLUDING REIMBURSEMENT OF ANY LEGAL FEES INCURRED IN THE DEFENSE OF SUCH CLAIMS.

(PRINT NAME) (SIGNATURE)

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**CITY OF SEAL BEACH
SPECIAL EVENT PERMIT
INDEMNIFICATION AGREEMENT**

To be completed by Special Event Permit applicant:

In consideration of the approval by the City of Seal Beach (“City”) of my Special Even Permit Application, I, _____, shall defend (with counsel acceptable to the City), indemnify, and hold the City, its officials, officers employees, volunteers, and agents (collectively “the indemnitees”) free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or conduct of mine, my employees, agents, consultants, and contractors arising out of or in connection with the issuance of the Special Event Permit and the activities permitted thereby. This obligation includes without limitation the payment of all consequential damages and attorneys’ fees and other related costs and expenses. I shall defend (with counsel acceptable to the City), at my own cost, expense, and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against the Indemnitees. I shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnitees in any such suit, action, or other legal proceeding. I shall reimburse the Indemnitees for any and all legal expenses and costs incurred by each of them in connection with or in enforcing the indemnity herein provided. My obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Indemnitees.

I have read, do understand, and hereby agree to the above indemnity agreement.

Date: _____

Signature: _____

Printed Name: _____

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PROPERTY OWNER'S AFFIDAVIT

The Owner's Affidavit must be signed in the presence of a Notary Public. Proper identification will be required. Proof of Ownership is required.

STATE OF CALIFORNIA }
CITY OF SEAL BEACH }
COUNTY OF ORANGE }

(I)/(We) _____
(Name)

swear that (I am)/(we are) the owner of the property at:

(Street Address) (City) (State) (ZIP)

and that (I am)/(we are) are familiar with the rules of the City of Seal Beach for preparing and filing a Special Event Permit application. The information contained in the attached Special Event Permit application is correct to the best of (my)/(our) knowledge and (I)/(we) approve of this application to hold the following event: _____

(Print Name) (Signature) (Date)

(Address - Please Print) (City, State & Zip) (Telephone)

SUBSCRIBED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____, _____

Notary Public

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ACCESSIBILITY GUIDELINES FOR LARGE COMMUNITY EVENTS

Please note that the guidelines provided below are to assist in planning the event only and may not be inclusive of all City, State and Federal disability access requirements.

General

- Develop plans to ensure the unique conditions and activities of the event comply with all accessibility laws.
- The site plan must show the event layout with accessibility elements such as parking, portable toilets, ramps, seating, accessible path of travel, etc.
- All printed materials for the event must include a Request for Accommodation notice with the international symbol of accessibility, a contact name, and contact's phone number.
 - Requests may require material in alternate formats, interpreters, or assistive listening devices.

Accessible Routes/Paths of Travel

- Accessible routes must be provided throughout all event areas
 - Including parking areas and passenger loading and unloading zones.
- Accessible routes must be identified with the international symbol for accessibility & include directional arrows.
 - Must be placed a minimum 60 inches above the finished floor or grade.
- Accessible routes must be a minimum 36" in width.
- Accessible routes must be stable, firm, slip resistant, and have no changes in level that exceed one half inch.
 - Loose gravel or grass areas do not meet the accessible route requirements.
- Cords, wires, hoses, etc., within paths of travel must be placed within cable ramps or under rubberized mats.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

Accessible Parking

- If designated parking is provided for an event, accessible parking is required.
 - Accessible parking spaces should be available near the accessible entrance.
- An accessible passenger loading & unloading zone is required, even when event parking is not designated.
- Accessible parking and loading zones must be identified with the international symbol for accessibility.

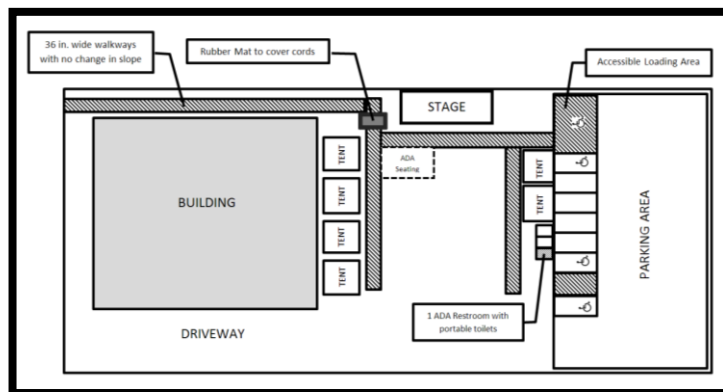
Accessible Restrooms

- There should be at least 1 fully accessible male and 1 fully accessible female restroom, or 1 accessible unisex restroom for the special event.
- If portable toilets are provided:
 - At least 5% of all portable toilets, but not less than one, must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
 - An accessible route to each portable toilet is required.
 - Accessible portable toilets must be identified with the international symbol of accessibility.
- Signs directing event attendees to restrooms facilities must be provided.

Accessible Seating

- If seating is provided, accessible seating and companion seating areas must be designated.
- Designated areas must have accessible routes from accessible entrances and to accessible restrooms.
- Accessible seating areas should be located to provide a clear and unobstructed line of sight to the event.
- The international symbol for accessibility must be placed at a height for maximum visibility of designated area.

SAMPLE SITE PLAN:



PLEASE NOTE: This sample serves as a reference only. All site plans submitted as part of this application should fully represent the locations where events are proposed. Dimensions should be provided for all drive aisles, parking areas, walkways and gathering areas. **For additional information, contact the Building Division at 562-431-2527 ext. 1323.**

FREQUENTLY ASKED QUESTIONS

1. **Why do I need a Special Event Permit?**

The City of Seal Beach adopted an ordinance that requires certain activities to obtain a Special Event Permit. ALL persons/organization wishing to engage in these types of activities are required to obtain a Special Event Permit. Failure to secure a permit will result in termination of your event, citation by the City, or both.

2. **What types of events require a Special Event Permit?**

One-time uses or events that do not commonly take place on a property are considered Special Events. Events taking place on public property, events requiring street closures or some other private use of public areas are considered Special Events. The City only requires a Special Event Permit for those events located on public property that involve more than 25 people, include the sale of food, or provision of live music. Events wholly enclosed within a City facility DO NOT require a special event permit unless live music is to be provided.

EXAMPLES OF PUBLIC PROPERTY & PRIVATE PROPERTY SPECIAL EVENTS:

- Assembly of 50 or more persons in a building not classified by the building official for such use.
- Beach Wedding (ceremony only, no receptions)
- Carnivals/fairs/large community events
- Christmas tree lots and pumpkin patch lots
- Haunted house events
- High school graduation night events
- Live Music/Outdoor Dining
- Model rocket launching
- Movie filming
- Outdoor Sales or Sidewalk Sales
- Public fireworks displays
- Pyrotechnics – special effects (movie filming)
- Tents (enclosed 3 sides) over 200 square feet. Canopies (open two or more sides) over 700 square feet. Temporary structures such as air supported structures (over 200 square feet).

3. **Do I need to carry insurance?**

If the event is located on any portion of publicly-owned land, insurance coverage in the amount of one million dollars (\$1,000,000) must be provided for the date of the actual event and must show the City of Seal Beach as an “additional insured.” Proof of insurance must be provided with the Special Event Permit application. Failure to provide this information at the time of application will deem the application incomplete.

4. **What does a Special Event Permit cost?**

The fee for a Special Event Permit is \$159.00 for one event. Additional deposits may be required for other City expenses incurred either before, during, or after a special event (Ex: Banner Permits, Street Closure Permits, Electricity). If the proposed event requires any of these services, the required deposit must be paid at the time the application is submitted. Failure to pay these fees constitutes an incomplete application.

5. **Why do I have to pay for a Special Event Permit?**

The Special Event Permit fees pay for staff time in reviewing, coordinating approval or denial and monitoring conditions placed on events. When applicable, supplement deposit monies are necessary to protect the City in the event of an unforeseen situation that might arise from the proposed event.

6. **How long does it take to process a Special Event Permit request?**

Review and processing takes a minimum of 30 days for each Special Event application. Requests are forwarded to each Department for review and comment. Comments are generated based on the proposed location, event and impact on surrounding uses. Once all departments have completed review, comments and conditions are coordinated to issue an approval or denial.

7. **Are any other permits required?**

Depending on activities taking place during the event, additional permits may be required. Refer to the table on page 2 of this packet for a list of permits required for common activities.

8. **Am I required to pay taxes on my sales?**

Yes. Special Events that involve the sale of taxable goods must pay the requisite amount to the City. A typical example of this would be a used car sale.

9. **What if I need Electricity at the park?**

There is a charge of \$40 per location if power is to be used.

CITY OF SEAL BEACH - DEPARTMENT OF DEVELOPMENT SERVICES

Radius Maps, Property Owner/Tenant Labels

The following firms prepare radius maps and notification materials needed for Public Hearing matters. This list is provided for your information.

Advanced Listing Services
P.O. Box 2593
Dana Point, CA 92624
(949) 361-3921
(949) 361-3923 – FAX
(949) 310-6869 - Mobile
www.AdvancedListing.com

AM Mapping Service
8001-B Archibald Ave
P.O. Box 4710
Rcho Cucamonga, CA 91730
909-466-7596
909-466-7595 – FAX

Angeles Planning Group
225 South Lake Ave., #300
Pasadena, CA 91102
323-351-3961

A.R.M. Mapping Service
203 Argonne Ave., #141
Long Beach, CA 90803
562-434-2835
562-434-4301 – FAX

Susan W. Case, Inc.
917 Gleneyre St., #7
Laguna Beach, CA 92651
949-494-6105
949-494-7418 – FAX

CG Mapping Service
711 Mission St., Ste. B
S. Pasadena, CA 91030
626-441-1080
800-400-MAPS
626-441-8850 – FAX

Donna's Radius Maps
684 S. Gentry Lane
Anaheim, CA 92807
714-921-2921
714-921-0990 – FAX
ddradiusmaps@sbcglobal.net

Foothill Proj. Mgmt. & Design
P.O. Box 4403
Costa Mesa, CA 92626-4403
714-434-9228
760-346-6714 – FAX

More Services
12106 Lambert Avenue
El Monte, CA 91732
626-350-5944
626-350-1532 – FAX
MoreServices@SbcGlobal.net

Notice This
301 Forest Avenue
Laguna Beach, CA 92651
949-494-9218
949-494-1367 – FAX
noticethis@cox.net

NotificationMaps.com
1748 W. Katella Ave Ste. 208
Orange, CA 92867
866-752-6266
Karen@NotificationMaps.com
www.notificationmaps.com

Gary Perkins
211 S. State College Blvd.
Suite 515
Anaheim, CA 92806
888-272-3487

Radius Retail Advisors
3400 Irvine Ave., #205
Newport Beach, CA 92660
949-955-0066 - Ext. 14
949-955-0067 – FAX

Szeto & Associates
2714 Stingle Avenue
Rosemead, CA 91770
626-512-5050
323-838-0515 – FAX

T-Square Mapping Service
969 S. Raymond Ave., Flr. 2
Pasadena, CA 91105
626-403-1803
626-403-2972 – FAX

Kimberly Wendell
P.O. Box 264
Los Alamitos, CA 90720
562-431-9634

Zoning & Land Use Solutions
6285 E. Spring St., Ste 306-N
Long Beach, CA 90808
562-841-2188
www.zonesolutions.net