



City of
Los Banos
At the Crossroads of California

**Community & Economic
Development Department**
520 J Street
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 118
www.losbanos.org

Special Event Permit Application Submittal Requirements

- Completed application, including:
 - Name, address and telephone number of the applicant and an alternative contact person
 - If the event is proposed to be sponsored by an organization, the name, address and telephone number of the organization, the authorized head of the organization, and written authorization to apply for the special event permit by an officer of the organization
 - Name, address and telephone number of the person who will be present and in charge of the event on the day of the event
 - Nature/purpose of the event
 - Date and time (starting and ending) of the event, including necessary setup/takedown time
 - Location of the event
 - Estimated number of participants in the event
 - Type and number of vehicles, animals, and structures which will be used at the event
 - Whether there will be water aid stations at the event
 - Description of any sound amplification equipment which will be used at the event
 - Whether any food or beverages will be sold at the event
 - Whether monitors will be employed at the event
 - Parking requirements for the event
 - Additional information required for parades and other events occurring along a route
 - The assembly point for the event, the time at which units of the parade or other event will begin to assemble
 - The route to be traveled
 - Whether the parade or other event will occupy all or only a portion of the streets proposed to be transversed
 - The number, type, size and material of any floats or banners
- Site Plan
 - 8.5" x 11" format
 - Depicting the location of the event, including its boundaries

- Depicting where there will be water aid stations at the event
- Depicting parking for the event
- Additional information required for parades and other events occurring along a route:
 - Assembly point for the event
 - Route to be traveled
 - Parade staging/overflow areas, if applicable
- Copy of Certificate of Liability Insurance Policy and endorsement naming the City and the City's officers, employees, and agents as additional insureds and providing minimum coverage of \$1,000,000 per occurrence (\$2,000,000 per occurrence for parades/processions) for injury or death arising out of the operation of the event
 - If your organization does not have an insurance policy or is having difficulty obtaining insurance coverage, you can go to www.rvnuccio.com to purchase a Certificate of Liability Insurance Policy for the event.
- Executed Hold Harmless & Indemnification Agreement
- Application fee - \$150 major events; \$60 minor events
- Departmental services charges due prior to the release of the permit:
 - Processions (no more than 1.25 miles, one way) - \$317
 - Street closures (3 blocks or less) - \$128
 - Parades (standard May Day Parade route) - \$1,365

Note: Applicable department service charges will be charged to the applicant based on the standard types of Special Events and due prior to the issuance of the permit. Intensifications from the standard types of Special Events shall require the applicant to enter into a Cost Recovery Contract with the City of Los Banos to recoup full cost of departmental service charges. See City Council Resolution No. 5871 for details.



Uniform Application

Note: In order for Applications to be deemed complete under Section 65943 of the Government Code, the following items must be provided:

1. Completed Uniform Application
2. Development Plans as required by Submittal Requirements
3. Appropriate Filing Fee

GENERAL REQUIREMENTS (Print Clearly or Type)

** Property Owner's Name:		(staff use only)
Address:		File No.:
Home/Cell No.:	Work No.:	Related Files:
E-mail Address:	Fax No.:	
** Applicant's Name:		Date Rec'd:
Address:		Rec'd by:
Home/Cell No.:	Work No.:	Fees Paid:
E-mail Address:	Fax No.:	Receipt No.:
Representative's Name:		Approved by:
Address:		Date Approved:
Home/Cell No.:	Work No.:	Resolution No(s).:
E-mail Address:	Fax No.:	

** Note: If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.

TYPE OF APPLICATION (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Administrative Permit (AP) | <input type="checkbox"/> Mobile Food Vendor Permit (VP) |
| <input type="checkbox"/> Annexation (ANX) | <input type="checkbox"/> Planned Development Reclassification (PDR) |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Pre-zone |
| <input type="checkbox"/> Area Plan | <input type="checkbox"/> Rezone (ZC) |
| <input type="checkbox"/> Block Party Permit | <input type="checkbox"/> Sign Review (SR) |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> Site Plan (SP) |
| <input type="checkbox"/> Cottage Food Operations (CFO) Permit | <input type="checkbox"/> Special Events Permit (SEP) |
| <input type="checkbox"/> Donation/Collection Bins Permit | <input type="checkbox"/> Temporary Uses Permit (TUP) |
| <input type="checkbox"/> Farmers' Market Permit | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Final Development Plan (FDP) | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> General Plan Amendment (GPA) | <input type="checkbox"/> Vesting Tentative Subdivision Map |
| <input type="checkbox"/> Initial Environmental Assessment | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Other: _____ |

**PROJECT LOCATION
LETTER OF AUTHORIZATION**

PROJECT LOCATION

General Location/Address of Project: _____

Assessor's Parcel No(s): _____

Precise Legal Description (Attach. Required for the following : Rezoning, Annexation, Street or Alley Abandonment): _____

AFFIDAVIT

If property owner is a trust, partnership, LLC, then the signature shall be a corporate officer. Attach additional sheets if necessary.

I, _____, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

Applicant (signature)

Applicant (print name)

I, _____, hereby certify that I am the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application. Attach separate sheets if multiple property owners.

Owner (signature)

Owner (print name)

