



Neighborhood Services Division

Temporary Use Permit Application

Introduction

Certain special events, structures or activities that are beneficial to the public can often be permitted for limited periods of time even though they would not comply with the zoning, building, fire or other codes, if they were permanent. Chapter 15.60 of the National City Municipal Code regulates these special events. In general, any organized activity that uses public property, facilities, parks, sidewalks or streets requires a permit, known as a "Temporary Use Permit" (TUP). In some cases, events taking place on private property also require a TUP permit. See the list below for more information. The Department of Community Services is responsible for coordination of the application and issuance of the permit.

Classes of Temporary Use Permits

Temporary Use Permits are either Class A, requiring City Council approval, Class B, which may be approved by the Building & Safety Director, or Class C subject only to the business license regulations. For Class B & C Permits, please contact the Building and Safety Department for additional information.

Class A Temporary Use Permits

The following uses require a Class A Temporary Use Permit.

-  Outdoor auctions conducted by charitable or philanthropic organizations
-  Balloon rides or races
-  Block or Holiday parties and displays conducted outdoors or in temporary structures
-  Carnivals, circuses, traveling shows and midways
-  Exhibitions (boxing, wrestling, etc.)
-  Fairs, bazaars, exhibits or trade shows conducted outdoors or in temporary structures
-  Temporary farmer's markets
-  Temporary helicopter landings
-  Las Vegas nights conducted by non-profit organizations
-  Live domestic animal rides
-  Membrane structures
-  Musical concerts and festivals of all types conducted outdoors or in temporary structures
-  Outdoor pet shows
-  Outdoor stages or platforms for sales promotions, events or grand openings and similar activities
-  Parades, bicycle tours, walks, runs and similar activities on city streets.
-  Political activities conducted outdoors or in temporary structures.
-  Special lighting displays for advertising
-  Temporary vehicle display areas conducted outdoors or in temporary structures
-  Uses or activities which exceed the normal duration

Class A Temporary Use Permits are limited to no more than two occurring concurrently on the same day and only one event per day in the City parks.

Procedure

1. Complete the application found at the end of this booklet.
2. Return the completed application to the Neighborhood Services Division located at 1243 National City Blvd, National City, CA 91950.
3. Pay the processing fee, unless a waiver of fees is requested. If requesting a waiver of fees the fee waiver application must be submitted also.
4. Your application is routed to all impacted City Departments for approval. During the review process you may be contacted to provide additional information
5. The application and the conditions of approval received from the various departments are routed to the City Council for final approval. You will be notified of the City Council meeting date. It is suggested that you attend the meeting to answer any questions that may arise.
6. The City Council approves or denies the application.
7. If approved and all required certificates of insurance, etc. are received, the approved permit is mailed to you.

Application Deadline

A Class A Temporary Use Permit *must* be submitted to the Community Services Department a minimum of 45 working days prior to the event.

It is suggested that the application be submitted well before the event to allow for approval prior to promoting, marketing or advertising the event. Acceptance of your application does not guarantee approval of the event. The event must be approved by the City Council and all conditions of approval must be met before the permit will be issued.

Events at City Parks

Before applying for a Temporary Use Permit in a City park, it is necessary to contact the Public Works Department to schedule the event. City Council Policy only allows one event per day in the Park and one special event every six weeks.

The City Council will not approve the sale or consumption of alcohol in City parks in conjunction with any event requiring a Temporary Use Permit. This prohibition will not impact the existing policy regarding the sale or consumption of alcohol within buildings in the parks, such as the Community Center, which will continue to be subject to City Council approval.

If the event involves either 1) live musical performances; 2) the use of amplified sound systems other than hand held or portable systems; 3) fireworks or 4) other activities or events which the City Council determines notification is required, then the applicant must provide written notification to the occupants of the properties adjacent to the park.

Written notification must be made to the surrounding neighbors at least 72 hours prior to the event. The notification must include the name and telephone number of the sponsor of the event, the nature of the event, the date and hours of set-up and tear-down for the event, the date and hours of the event, and the name of the sponsor's representative who will be at the park on the day(s) of the event and how that individual can be contacted should the need arise.

Written notification must be mailed to the occupants of properties adjacent to the park as reflected on the map of adjacent properties available from the Community Services Department. Written notification shall be submitted to the Building & Safety Director for review and approval prior to mailing.

Failure to provide notification may be cause for the revocation of the Temporary Use Permit or denial of future Temporary Use Permit applications submitted by the sponsoring organization.

Events at Plaza Bonita Mall

Before applying for a Temporary Use Permit for Plaza Bonita Mall, the applicant must contact the mall for approval and to schedule the event. The mall will give the applicant written approval for the event, which must be presented to the Community Services Department at the time of submittal.

Photography and Motion Picture Events

Applications for a Temporary Use Permit for Photography/Filming shall be based on the model photography/filming permit developed by the California Film Commission. The applicant may be required to reimburse the City for costs incurred in providing support services.

A **Class A** Temporary Use Permit is required for photography or filming on public or private property that requires street closures and/or traffic control in excess of three minutes, or that involves stunts or special effects, which may require City services. A Class A Photography or Motion Picture Temporary Use Permit must be submitted to the Community Services Department at least 10 working days before the event.

All Photography and Filming Temporary Use Permits must be accompanied by a Certificate of Insurance and Neighborhood Notification Form when required by the Risk Manager and the Director of Building and Safety.

Fees

The cost of processing the permit is dependent on the number of departments that must review the application. The maximum fee is \$345. Unless a fee waiver is requested, the application fee is required at the time of submittal.

The temporary use permit fees for events which are later withdrawn are nonrefundable

Duration

The Class A Temporary Use Permit will be valid for ten days or as limited by the City Council. The permit is valid for the dates specified on the permit only.

Insurance

Where the use of City facilities is involved, the applicant may be required to provide a certificate of insurance, evidencing combined single limit coverage of at least \$1 million and naming the City of National City and its officials, employees, agents and volunteers as additional insured's. Amounts of coverage are to be determined by the National City Risk Manager.

In all cases involving the use of City facilities, the applicant is required to provide a Hold Harmless Agreement holding the City harmless from liability arising from the use of the facilities.

Business Licenses

A business license is required if monies are solicited; admittance is charged; or food, beverages or merchandise are sold. Each separate vendor must have a separate business license.

Vendors currently licensed by the City may operate on their existing license. If any of the vendors or organizations are registered not-for-profit there will not be a charge for their business license.

A list of all participating vendors (with their address, phone number and current National City business license number) is to be submitted to the Revenue and Recovery Division of the Finance Department prior to the event for verification of business license numbers.

Fireworks

A fireworks permit must be obtained from the Fire Department. The fee for the permit is \$349.00. The permit must be obtained at least two weeks prior to the event. The Fire Department has absolute authority, control and decisions over all fireworks and/or pyrotechnic displays. An inspection from the Fire Department must be obtained prior to any ignition of fireworks.

Tents or Canopies

A permit is required from the Fire Department to erect a tent excess of 200 square feet or a canopy in excess of 400 square feet or any combination that exceeds the limits. Tents and canopies shall be treated with a flame retardant and labeled as such. The fee for the permit is \$349.00 and may be obtained from the Fire Department.



EVENT INFORMATION

Type of Event:

- Public Concert Fair Festival Community vent
 Parade Demonstration Circus Block Party
 Motion Picture Grand Opening Other _____

Event Title: _____

Event Location: _____

Event Date(s): From _____ to _____

Actual Event Hours: _____ am/pm to _____ am/pm

Total Anticipated Attendance: _____ (____ Participants ____ Spectators)

Setup/assembly/construction Date: _____ Start time: _____

Please describe the scope of your setup/assembly work (specific details):

Dismantle Date: _____ Completion Time: _____ am/pm

List any street(s) requiring closure as a result of this event. Include street name(s), day and time of closing and day and time of reopening.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: _____

Chief Officer of Organization (Name) _____

Applicant (Name): _____

Address: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Fax: (____) _____ E-Mail: _____

Contact Person "on site" day of the event: _____ Cellular: _____

NOTE: THIS PERSON MUST BE IN ATTENDANCE FOR THE DURATION OF THE EVENT AND IMMEDIATELY AVAILABLE TO CITY OFFICIALS

FEES/PROCEEDS/REPORTING

Is your organization a "Tax Exempt, nonprofit" organization? YES NO

Are admission, entry, vendor or participant fees required? YES NO

If YES, please explain the purpose and provide amount(s):

\$ _____ Estimated Gross Receipts including ticket, product and sponsorship sales from this event.

\$ _____ Estimated Expenses for this event.

\$ _____ What is the projected amount of revenue that the Nonprofit Organization will receive as a result of this event?

**OVERALL EVENT DESCRIPTION
ROUTE MAP/SITE DIAGRAM/SANITATION**

Please provide a **DETAILED DESCRIPTION** of your event. Include details regarding any components of your event such as the use of vehicles, animals, rides or any other pertinent information about the event.

YES NO If the event involves the sale of cars, will the cars come exclusively from National City car dealers?

If NO, list any additional dealers involved in the sale:

OVERALL EVENT DESCRIPTION CONTINUED

YES NO Does the event involve the sale or use of alcoholic beverages?

YES NO Will items or services be sold at the event? If yes, please describe:

YES NO Does the event involve a moving route of any kind along streets, sidewalks or highways? If YES, attach a detailed map of your proposed route indicate the direction of travel, and provide a written narrative to explain your route.

YES NO Does the event involve a fixed venue site? If YES, attach a detailed site map showing all streets impacted by the event.

YES NO Does the event involve the use of tents or canopies? If YES: Number of tent/canopies _____ Sizes _____ NOTE: A separate Fire Department permit is required for tents or canopies.

YES NO Will the event involve the use of the **City** or **your** stage or PA system? SPECIFY: _____

In addition to the route map required above, please attach a **diagram** showing the overall layout and set-up locations for the following items:

Alcoholic and Nonalcoholic Concession and/or Beer Garden areas.
 Food Concession and/or Food Preparation areas Please describe how food will be served at the event: _____
If you intend to cook food in the event area please specify the method:
 GAS ELECTRIC CHARCOAL OTHER (Specify): _____

- Portable and/or Permanent Toilet Facilities
Number of portable toilets: _____ (1 for every 250 people is required, unless the applicant can show that there are facilities in the immediate area available to the public during the event)
- Tables # _____ and Chairs # _____
- Fencing, barriers and/or barricades
- Generator locations and/or source of electricity
- Canopies or tent locations (include tent/canopy dimensions)
- Booths, exhibits, displays or enclosures
- Scaffolding, bleachers, platforms, stages, grandstands or related structures
- Vehicles and/or trailers
- Other related event components not covered above
- Trash containers and dumpsters

(Note: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition.) Number of trash cans: _____ Trash containers with lids: _____

Describe your plan for clean-up and removal of waste and garbage during and after the event:

SAFETY/SECURITY/ACCESSIBILITY

Please describe your procedures for both Crowd Control and Internal Security:

YES NO Have you hired any Professional Security organization to handle security arrangements for this event? If YES, please list:

Security Organization: _____

Security Organization Address: _____

Security Director (Name): _____ Phone: _____

YES NO Is this a night event? If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

Please indicate what arrangement you have made for providing First Aid Staffing and Equipment.

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

PARKING PLAN/MITIGATION OF IMPACT

Please provide a detailed description of your PARKING plan:

Please describe your plan for DISABLED PARKING:

Please describe your plans to notify all residents, businesses and churches impacted by the event: _____

NOTE: Neighborhood residents must be notified 72 hours in advance when events are scheduled in the City parks.

ENTERTAINMENT/ATTRACTIONS AND RELATED EVENT ACTIVITIES

YES NO Are there any musical entertainment features related to your event? If YES, please state the number of stages, number of bands and type of music. Number of Stages: _____ Number of Bands: _____

Type of Music: _____

YES NO Will sound amplification be used? If YES, please indicate: Start time: _____ am/pm Finish Time _____ am/pm

YES NO Will sound checks be conducted prior to the event? If YES, please indicate: Start time: _____ am/pm Finish Time _____ am/pm

Please describe the sound equipment that will be used for your event:

YES NO Fireworks, rockets, or other pyrotechnics? If YES, please describe:

YES NO Any signs, banners, decorations, special lighting? If YES, please describe:

City of National City

PUBLIC PROPERTY USE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Persons requesting use of City property, facilities or personnel are required to provide a minimum of \$1,000,000 combined single limit insurance for bodily injury and property damage which includes the City, its officials, agents and employees named as additional insured and to sign the Hold Harmless Agreement. Certificate of insurance must be attached to this permit.

Organization _____

Person in Charge of Activity _____

Address _____

Telephone _____ **Date(s) of Use** _____

HOLD HARMLESS AGREEMENT

As a condition of the issuance of a temporary use permit to conduct its activities on public or private property, the undersigned hereby agree(s) to defend, indemnify and hold harmless the City of National City and the Parking Authority and its officers, employees and agents from and against any and all claims, demands, costs, losses, liability or, for any personal injury, death or property damage, or both, or any litigation and other liability, including attorneys fees and the costs of litigation, arising out of or related to the use of public property or the activity taken under the permit by the permittee or its agents, employees or contractors.

Signature of Applicant Official Title Date

For Office Use Only

Certificate of Insurance Approved _____ Date _____