



CITY OF ALISO VIEJO

PLANNING DEPARTMENT

12 Journey, Suite 100
Aliso Viejo, CA 92656
Phone: (949) 425-2500 Fax (949) 425-3899

Minor Special Event is a Special Event that impacts multiple City Departments and either (1) has participation by more than 250 persons and less than 1,500 persons, or (2) will impact the City streets. 5K/10K races, bicycle races and large grand openings are examples.
*** Minor Special Event Application Fee: \$189.50**
*** Must be submitted at least 30 days before event.**

Major Special Event is a Special Event that impacts multiple City Departments and either (1) has participation by more than 1,500 persons, or (2) will result in the closure of a City street, or (3) will utilize more than 50% of the City Park. Carnivals, parades, festivals, car races, marathon events and street fairs are examples of Special Events that usually meet the criteria for a special event.
*** Major Special Event Application Fee: \$ 238.00**
*** Must be submitted at least 90 days before event.**

Application:

Minor Special Event

Major Special Event

Case No.: _____

Submittal Date: _____

Received By: _____

APPLICANT / AGENT: (Print)

Name: _____ Phone: () _____ Fax: () _____

Mailing Address: _____ City, State, ZIP : _____

Email: _____

PROPERTY OWNER: (if different)

Name: _____ Phone: () _____ Fax: () _____

Mailing Address: _____ City, State, ZIP : _____

Email: _____

PLEASE DESCRIBE YOUR SPECIAL EVENT IN DETAIL:

(May be continued on the back of this application)

EVENT INFORMATION:

Date(s) of Event: _____ Number of Participants/Spectators: _____

Event Start Time: _____ Event End Time: _____

Setup Start Time: _____ Cleanup Completed by: _____

Event Address: _____ City, State, ZIP : _____ *(attach site plan if applicable)*

Please list all vehicles, animals and special stages/setups that will be used at Event, if applicable.

The size, shape, and materials of signs or banners, if applicable.

Portable Restroom Facilities Provided: Yes _____ No _____ If Yes, How Many: _____

Existing Restroom Facilities to be Used: Yes _____ No _____ If Yes, Where are they located: _____

Indicate whether food, beverages, merchandise or alcoholic beverages will be sold or dispensed at the Special Event; statement of service containers and utensils. Recycling is mandatory (Per Ordinance No. 2004-060, Polystyrene food service products are prohibited).

Location of designated parking for event attendees and participants.

Will there be amplified sound/music? Yes _____ No _____ If Yes, Please Describe

Statement of proposed plan for recycling and for cleanup and removal of trash after the event.

Supplemental information requested by the City to properly evaluate the application. This includes the insurance requirements. The City should be named /indemnified on insurance.

Applicant's Signature

Property Owner's Signature

Additional information required for parades, races and other events affecting City streets:

- The assembly point for the event, the time at which units of the parade or other events will begin to assemble

- The route to be traversed (attach map if necessary) _____

- Whether the parade or other event will occupy all or only a portion of the streets to be traversed.

- The intervals of space to be maintained between units of a parade _____

- The number, types and size of floats, if any _____

- Material and maximum size of any signs or banners to be carried along the route _____

THIS SECTION FOR "MAJOR SPECIAL EVENTS" ONLY

Description of type of medical services and fire protection services to be provided for the event, such as first aid stations, medical triage areas, and stand by ground ambulances.

If medical aircraft such as air rescue or air ambulance services will be utilized, a description of the type of aircraft, the estimated arrival time, location of the landing site, and contact person responsible for the air operations.

A statement of any specialized medical resources of personnel that are required by the rules or regulations of the Event, above the level of Advanced First Aid, in order for the Event to be conducted.

Number of tickets sold at a previous event (if applicable) _____ Number to be sold for this Event _____

If it is proposed or expected that spectators or participants will remain at night or overnight, a statement or arrangements for illuminating the premises and for camping or similar facilities.

SPECIAL EVENTS PERMIT CHECKLIST

The following items must be furnished prior to a decision being made for approval of requests for a Special Permit:

Minor & Major Events:

- Approval Letter from Property Owner
- Approval Letter from Sponsoring Corporation or Organization
- Site Plan
- Number of estimated participants or spectators
- Signs & Banner Plan
- Number of Vehicles, animals, structures
- Sanitation Plan: Water and Restrooms
- Health Department Permit for Food Sales
- Parking Plan
- Noise Control Plan
- Volunteer & Staffing Plan
- Trash & Recycling Plan
- Event Clean-up Plan
- Traffic Control & Barricades Plan
- Map of street closures & Alternate Route Plan
- Proof of Insurance

Additional Major Event Requirements:

- First Aid & Emergency Medical Plan
- Fire Protection Service Plan
- Camping & Overnight plan for Lighting

Submit all required documents above at least:

- 30 days before Minor Special Events
- 90 days before Major Special Events.