



**CALAVERAS COUNTY
PLANNING DEPARTMENT**

GOVERNMENT CENTER
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ADMINISTRATIVE USE PERMIT
INSTRUCTIONS FOR FILING APPLICATION

<u>Application Fee</u> (Historical Events).....	\$ 0.00
<u>Application Fee</u> (Community Events).....	\$100.00
<u>Application Fee</u> (Sign Permit Review)	\$500.00
<u>Application Fee</u> (All Others).....	\$2,033.00

WHAT IS AN ADMINISTRATIVE USE PERMIT?

The Calaveras County Zoning Ordinance requires that certain short-term events obtain a conditional use permit to ensure that the public health, safety and welfare is protected. An administrative use permit is the simplified method used by the county to issue the necessary approval. No public hearing is required. It takes about fourteen days, so you should apply for the permit no less than thirty days ahead of the event. This is covered in the Zoning Ordinance in Section 17.04.110.

SPECIAL EVENTS THAT REQUIRE AN ADMINISTRATIVE USE PERMIT

1. Fireworks stands, Christmas tree stands, souvenir items sales
2. Retail sales not located in a permanent structure (consistent zoning also required for such retail sales)
3. Yard sales, garage sales, fruit and vegetable stands in zones where the use is not a permitted use, barn sales, and flea markets exceeding six (6) calendar days per year
4. Circus, carnival, parade, pedestrian, bicycle or vehicular race, entertainment event with a projected attendance of fewer than one thousand persons
5. Similar uses as found by the Planning Director to be consistent with Section 17.04.110 of the Zoning Code
6. Logging camp
7. Directional signs

SPECIAL EVENTS THAT DO NOT REQUIRE AN ADMINISTRATIVE USE PERMIT

Sidewalk sales for established business locations
Student businesses (Kool-Aid, hot dog or lemonade stands)
A small yard sale (five or fewer families) running less than 6 days per year
Garage sales for individuals
Regular annual events or parades that have been on-going for more than 3 years with approved Administrative Use Permits each year and no reported problems.

HOW TO APPLY FOR A PERMIT

Read the attached special requirements and fill out the application. Submit it with the required plot plan 30 days ahead of your event.

ADMINISTRATIVE USE PERMIT

1. Name, address and daytime phone number of the sponsor(s).
2. Date of the event (and rain date).
3. The assessor parcel number of the property on which the event will be based.
4. A timetable of the event.
5. The normal use of the property (residence, commercial business, undeveloped land, park).
6. The expected maximum attendance.

On a second piece of 8½ x 11" paper, please draw a clear map, as close to scale as possible of how the event will be arranged on the property. Show location of the access road, show the route of the event (if any), show location of water and sanitary facilities, parking and location of booths or stations or other event locations and temporary structures.

Describe the method of fire suppression (location of hydrants, onsite water storage, required extinguishers). You should meet with the local fire chief well in advance of the event. Show emergency access and exits. This is very important if you are planning on crowds of more than 50 persons at any time.

You must submit your application 30 days ahead of the event.

SPECIAL REQUIREMENTS

To expedite your permit application, it is important that you undertake the following prior to making application. If you haven't, the Planning Department will have to make contact and it can delay approval of your permit.

CONTACT WITH RESPONSIBLE AGENCIES AND DISTRICTS

In a rural area, some events can cause extreme hardships for local residents and those agencies responsible for providing services. In addition, many of the local agencies have their own requirements that you must meet. You should contact these agencies in advance to make sure they understand your proposal, and you understand their requirements. This will avoid last minute delays and confusion.

1. **Roads.** If you are expecting crowds, need to close a road, need to provide temporary parking, you will need a permit from the Public Works Department for county roads or from Caltrans for access to and from the state highways. Public Works phone number is 754-6402. Caltrans phone number is 736-0253.
2. **Security.** Generally, with crowds of any size, you may be responsible for providing security personnel. These may be private persons or Sheriff Reserve Officers. You must review these needs with the County Sheriff at 754-6500. You are also responsible for the costs.
3. **Fire protection.** Contact the local fire district chief. You may need to provide water, fire extinguishers, clear brush, or other special requirements might need to be satisfied.
4. **Drinking water.** If you are within a water district, you may need to connect to the water system. Contact the district for any requirements.

5. **Sewage disposal.** Find out if the property is in a sewer district, and contact that district to see what requirements there may be for use of available public toilets or facilities. You may also need "port-a-potties" or a permit from the Environmental Health Department. Their number is 754-6398.

SUGGESTIONS FOR A SUCCESSFUL EVENT

We want your event to be as successful as you do. The following suggestions are based on our experience in dealing with numerous events. It is recommended that you review the ideas and take what you need to ensure your success. A smooth project this year means a welcome repeat next year.

1. **Poster courtesy.**
 - a. If you post in a public right-of-way, please ensure that there is adequate visibility for vehicles, pedestrians and cyclists using the road.
 - b. If you post on private property, please get the owner's permission (in writing is best for you).
 - c. Ensure that the posters are removed after the event. Under litter laws, if the county is required to handle the removal, you may be charged the costs or liable for criminal charges.
2. **Site preparation.**
 - a. Take a good look at the site. Where are the adequate areas for parking and access. Leave room for emergency vehicles.
 - b. Prepare your signs. Write them clearly. Black ink on bright yellow is best for visibility. If signs are to be read from the road, no letters should be smaller than four inches. Six inches is preferable. Keep message simple, spelled correctly, and plain.
 - c. Provide as many trash receptacles as possible. There are never too many. Use plastic bags to facilitate later clean up. Get a central collection site.
 - d. Clearly mark booth, public and private area. Clearly mark private driveways and streets to ensure that they are not blocked. Designate parking and no parking areas.
3. **During the event**
 - a. As the coordinator or sponsor, you are going to be up to your eyeball with everything at once. Advance planning is important.
 - b. Litter control: ensure that someone is periodically checking and emptying trash containers. Be sure litter is picked up as it accumulates. It will make site cleanup a lot easier.
 - c. Parking control: appoint someone to direct cars and ensure that no parking signs are obeyed.
4. **After the event**
 - a. Be sure the area has been returned to the condition in which you found it. All litter should be picked up and removed. You could be responsible for costs or criminal charges if this is not done.
 - b. Consider separate containers for soft drink cans. These can be recycled for additional earnings for the event.
 - c. Take down your poster.

SPECIAL CONSIDERATIONS

Parking:

In predicting your attendance, figure that you will have about three people per vehicle. Allow adequate space for parking. The average parking space is 9 feet wide and 20 feet deep. The average vehicle needs 25 feet to back out. The minimum driveway width needs to be 12 feet per direction of travel. Be sure to leave access for emergency vehicles. Such need is never expected, but must be planned for. If there is damage or injury because an emergency vehicle can't get through, there can be serious legal ramifications for you or your group.

Insurance:

The County requires proof of insurance. It is imperative that you or your group be sure that you are covered. Discuss the details with your insurance agent.

Alcoholic beverages:

A permit is required by the State Alcohol Beverage Control Commission (based in Stockton). The Sheriff must also sign this permit. You cannot serve beverages with alcohol without the permit. The State enforced penalties for failure to obtain the necessary permit are very severe.

Business license:

Certain events may be required to obtain a county business license from the Tax Collector. While the procedure is simple and inexpensive, you cannot obtain the license until you have the Administrative Use Permit. In some cases, you may need a sales tax permit. Check with the Franchise Tax Board in Stockton for details. They are a State agency.

MEETING PERMIT CONDITIONS

The administrative permit application indicates any "loose ends" or lack of contact with responsible agencies, the County may issue the permit with conditions that must be met prior to the event, or a deadline before the event. It is your responsibility to ensure that these conditions are satisfied. Failure to do so may result in the County taking action to stop the event. If there are problems caused by failure to comply, you and your organization may face serious legal problems. Please plan ahead.

QUESTIONS

Call the Planning Department at 754-6394 for any additional information and assistance. We want to help ensure that you have a successful event.