

Permit Application for Special License

for Use of Public Property



Applicant Information						
Organization:						
Name:						
Address:						
City:	State: Zip Code					
Phone:	Fax #					
Officer of Organization:						
On-site Contact Person:	Cell #					
Address:C	ity State					
Check Applicable Location: East End Pro	omenade Park Property					
Parking lot in Civic Center Plaza of the	Flags Plaza of the Sun					
Plaza Santa Ana Sidewalk or	Alley Third/Bush Parking Lot					
Second Street Promenade/Other Street Clo	osure/Right of Way Other Civic Center Location					

Submittal Requirements:

READ & INITIAL

This application will not be reviewed without the following information being attached:

- \$140 permit fee required payable to the City of Santa Ana. Refundable if application is denied. _____ Initial [SAMC 10-22.(a)]
- A site plan diagram showing what public property will be used and where any proposed equipment (barricades, table, stages, etc.) will be placed on the public property. _____Initial [SAMC 10-22.(b)(11)]
- 3. A full written description of the proposed event describing all activities which will occur on the public property and copy of letter to be sent to affected neighborhood association(s). _____ Initial [SAMC 10-22.2(b)(13)
- The attached petition form must be signed by 80% of the residents or businesses affected by or within the boundaries of the requested use of public property. _____ Initial [SAMC 10-22.2(b)(10)]

If you have any further questions please call 714 647-5840

FOR OFFICE USE ONLY:

DATE RECEIVED:

OFFICER:

FOR OFFICE USE ONLY:

DATE APPROVED:

OFFICER:

EVENT INFORMATION (CHECK ALL THAT APPLY)							
STREET CLOSURE PARADE FIESTA/FAIR OTHER							
Event:							
Dates of Event and Day(s) of the week:							
Location : List all streets affected, including area of assembly and disassembly {SAMC 10-22.2(9)]							
Route to be traveled, if any:							
Approximate number of persons, animals, and/or vehicles participating in the event:							
Attach list of names and description of each participant. *CITY OF SANTA ANA BUSINESS LICENSE IS							
Estimated Attendance [SAMC 10-22.2(13)] REQUIRED FOR ALL VENDORS. PLEASE LIST							
Daily Attendance ALL VENDORS							
Will alcoholic beverages be served or sold? [SAMC 10-22.2(8) Yes No Date(s)							
Will financial donations, gratuities or offerings be solicited or accepted at your event? Yes No							
Are vendors proposed to be used during the event? Yes No If "yes" attach list of vendors.							
Will food vendors participate? Yes No *HEALTH DEPARTMENT PERMIT IS REQURIED PRIOR TO APPROVAL							
Will game booths be on the premises? Yes No *Attach a list indicating type of games and equipment to be used.							
Is this application for a "commercial motion picture filming or videotaping"? Yes No							
PARADE							
Starting location: Ending location:							
Maximum length of parade from first to last: feet.							
Estimated number of vehicles (trucks, cars, floats etc.)							
Minimum & maximum speeds to be maintained by vehicles in the parade. Min Max							
Maximum interval of space to be maintained between units of the parade (i.e. feet)							
• Provide a current map route from start to finish and show direction of travel, areas of assembly and disassembly.							
Attach list of all parade entries.							

SPECIAL LICENSE ON PUBLIC PROPERTY AGREEMENT

FAILURE TO ABIDE BY THESE REQUIREMENTS WILL RESULT IN REVOCATION OF PERMIT

The undersigned applicant, and any other persons, organizations, firms or corporations, on whose behalf this application is made, by filing this application do represent, stipulate, contract and agree to the attached conditions that they will jointly and severally indemnify and hold the City of Santa Ana and its officers and employees harmless against liability for any and all conduct of the event or its participants. In addition, the undersigned agrees to compensate the City for any damage to public property and that the site shall be cleaned and restored to the condition in which it was found prior to the holding of the special event, or compensate the City for any and all associated clean-up costs.

to Use Pubic Property; all statements contained therein
and under authority of said organization.
and correct and that this declaration (was/is) executed on
, California.
Location
Phone Number
Cell Number
Fax Number
Email Address

EVENT DESCRIPTION

For any event on property owned or controlled by the City, a detailed description of the event is required. Include activities and equipment to be used (i.e. loudspeakers, cooking devices, canopies etc.) or other unusually noisy activities or devices that are proposed to be used or conducted at this event.

Will this event be publicized in any way? (radio, newspaper, flyers) Yes _____ No _____ How: _

SITE PLAN DIAGRAM SAMC Sec. 10-22.2(11)					

	STANDARD PERMIT REQUIREMENTS							
	(Additional conditions or requirements that may apply to this permit)							
Initial _	For street closures only: "Temporary No Parking" signs, with minimum of one (1) inch lettering, must be posted a minimum of 24 hours prior to the street closure and approximately every 30 feet. These signs must be purchased by the applicant and must meet all the required criteria. POLICE DEPARTMENT REPRESENTATIVE SIGNATURE REQUIRED ON ALL "TEMPORARY NO PARKING" SIGNS.							
Initial _	Barricades—The City of Santa Ana no longer provides street barricades for street closures. It is the applicant's responsibility to acquire, through private contract, the barricades and their set-up. Approved Type II or III barricades are required for each end of the street closure. A total of ten (10) barricades are needed; five (5) set up at each end of the street and a second set of five (5) set up ft. No activity is to occur within this buffer zone area.							
Initial _	The applicant will be required to purchase insurance to conform with SAMC 10-10(NS1426) or SAMC 10-4(NS 1547) naming the City of Santa Ana, it's officers, agents and employees as additional insured and a copy of the policy or certificate of insurance may be required to be filed with the City. YOU MUST CONTACT CITY RISK MANAGEMENT AT (714) 647-5475. Parades require the submittal of a Hold Harmless Agreement.							
Initial _	A litter control plan must be submitted with this application specifying the number of staff that will be devoted to litter removal during the event and how litter will be disposed of after the event. (IF APPLICABLE)							
Initial _	This permit does not supersede any existing State or Local statues. This permit does not allow the drinking of alcoholic beverages in public unless specifically granted by the approved permit.							
Initial _	Portable restrooms may be required to provide portable restrooms for use at the event. If so, a ratio of 1 to every 250 participant/attendees is required.							
Initial _	The City does not provide electricity for events. Applicant is required to provide their own electrical source.							
Initial _	Noise level must not exceed existing Noise Ordinance levels specified in SAMC sections 10-153, 18- 308 and 18-321.							
Initial _	Any parking of non-permitted vehicles in a permit parking area outside the approved street closure area will only be allowed a parking exemption if an approved "Temporary On-Street Parking" and "Police Temporary Non-Enforcement Form" has been approved by the Traffic Engineering Section of the Public Works Agency. If this approval is not obtained, all non-permitted vehicles are subject to citation.							
Initial _	When metered parking stalls are to be affected by the street closure/event, the applicant will be assessed fees due prior to the event. The current fee is \$6.00 a day per meter.							

City of Santa Ana – Insurance Requirements

The City of Santa Ana requires the following liability insurance for events taking place on City property:

- Certificate of insurance indicating at least \$1 million of general liability insurance.
- The City of Santa Ana, its Officers, Agents, Employees and Volunteers need to be named as additional insured by completing the City's Additional Insured Endorsement form or the current Insurance Services Office (ISO) Additional Insured Endorsement. The endorsement must contain a clause stating the insurance is primary and noncontributory.

Please note that failure to provide a certificate of insurance and policy endorsement (see sample below) amounts to a violation of City ordinance and may be grounds for the denial of your application.

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The City of Santa Ana has a special events insurance program through which general liability insurance may be purchased for most events. Please contact Risk Management at (714) 647-5470 for more information.

PETITION FOR SPECIAL EVENT

80% OF ALL BUSINESSES OR RESIDENTIAL PROPERTY OWNERS OR LESSEES WITHIN THE ROAD CLOSURE SHALL GIVE THEIR CONSENT OF SPECIAL EVENT

EVENT:			
DATE(S)			
Fime(s):			
_OCATION:			and the second
Print NAME and SIGN	ADDRESS	PHONE	CIRCLE
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