



**ORANGE COUNTY PUBLIC WORKS
APPLICATION FOR LARGE EVENT
(ROAD/FLOOD/TRAILS)**

COMPLETE THE FOLLOWING AND

MAIL TO:
County of Orange County
Property Permits
P.O. Box 4048
Santa Ana, CA 92702-4048
Telephone Number: (714)834-4368; Fax Number: (714)835-7425
Email: ccphelpdesk@ocpw.ocgov.com

-OR-

DELIVER TO:
County of Orange
County Property Permits
300 North Flower Street
Room 122, Station No.7
Santa Ana, CA 92703
Public Counter Hours:
7:30 a.m. – 3:30 p.m. M – F

****Please Note: if this is a request (or an event in a County right-of-way, a \$291.00 application fee payable to the "County of Orange" is due on submission.**

WHY DO I NEED TO SUBMIT A SPECIAL EVENT APPLICATION?

If your event/activity is one of the following, a special event application must to be submitted to the County of Orange, County Property Permits:

- Athletic/racing event on public right-of-way (i.e., run, walk, cycle)
- Event or function on County property (i.e., Road, flood, Trails, or selected facilities)

HOW SOON SHOULD I START THE PROCESS?

The process can begin six (6) months out from event date. The minimum times are listed below:

Minimum of 3 months in advance

Events will not be considered until an application is submitted to Orange County Public Works/County Property Permits.

**ACCEPTANCE OF YOUR APPLICATION SHOULD IN NO WAY BE CONSTRUED AS FINAL
APPROVAL OF YOUR REQUEST.**

*****Submit a letter of request, which includes the following questions/comments*****

ADA & Accessibility

ADA stands for, Americans with Disabilities Act. It is the responsibility of the event organizer to ensure the event site is accessible to the disabled. Such examples are public sidewalks may not be blocked with tents, portable toilets or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to meet any accessibility accommodations.

Applicant

This must be the chief officer or a representative of the event organization who has been authorized by the organization to complete the special event application.

Application

Once the application is received, it is reviewed by various County agencies/staff. A minimum of ninety (90) days is required for the approval of special events. Once your event has been approved or denied, you will be contacted by the County Property Permit's technician.

County Park

If your event also requests the use of County park facilities, a permit application from OC Parks must be obtained. For further information regarding park permits, please see www.ocparks.com

Date / Time

What is the date of your event? What is the arrival/departure time?

Decibel Levels

A decibel is a unit for measuring the relative loudness of sounds. Certain County facilities have limitations of sound decibels. Please state on the application if any micro phones/bull horns are utilized.

Event

Describe the type and detailed description of activity; (i.e., group gathering, foot race, street closure, concert, bike race).

Fees and Deposits

A Permit Fee of \$191.00 is due at the time of the application (*per Board Resolution 94-300 \$65.00 of fee is non-refundable*) for each separate date of event. Weekend events may require additional fees. A Surety Deposit of \$500 is due at the time of the application. The applicant agrees that any costs incurred by County to restore its facilities to pre-event conditions shall be deducted from that deposit.

Formal Agreement

Upon approval, a number of conditions will be identified as Special Provisions. These conditions must be followed during the course of your event. These conditions are to be adhered to by the applicant and any vendors or subcontractors involved in the event. Failure to submit a signed letter and/or comply with the conditions can result in cancellation of the event, the forfeiture of deposit (if applicable), fines (cost recovery for unscheduled or emergency county services), and denial of county property for future events.

Generators / Electrical Permit

A Building Permit may be required. For further information please contact Building and Planning at (714) 834-2626. Please state on the application if any generators will be utilized.

Insurance

All the proper insurance documentation must be received by County Property Permits event liaison at least twenty (20) days prior to the event. Failure to comply with insurance requirements will result in the forfeiture of the use of city property for the event. A policy of liability insurance with an endorsement naming the County as additional insured. The endorsement must contain a primary and non-contributory statement. See the www.OCPermits.com for more information.

Map

Submit a layout map of event.

Media Coverage

Identify any media that may cover event.

Medical Assistance

Medical response is the responsibility of the event organization. The County may require specifics for medical personnel at your event. A Medical Plan identifying the steps the applicant will follow to assist participants who are injured or become ill during the activity must be submitted to County Property Permits prior to issuance of a county permit. The applicant must arrange for adequate support/medical personnel on site to assist participants who are injured or become ill.

Neighborhood Notification

The applicant is **required** to notify **all residents, businesses, places of worship, schools, Orange County Transportation Authority, California High way Patrol, Orange County Sheriff's Department, Orange County Fire Authority, and/or bordering cities** that are impacted by street closures and/or noise related to your event. Notification boundaries will be determined by County staff. All residents, businesses, places of worship, schools, Orange County Transportation Authority, California Highway Patrol, Orange County Sheriff's Department, Orange County Fire Authority, and/or bordering cities within that boundary area must receive a

notification. An example notification must be submitted to the County Property Permits Department event liaison for review prior to notification delivery. Once approved, the notice must then be mailed or hand delivered to designated impacted areas at least two weeks prior to your event (or sooner per the level of impact of the event). Information on the notice should include, but not be limited to; the name of the event, date(s), time(s), location, type of activity and telephone number of where the public can contact your organization for concerns or issues. Direct phone calls and attendance to neighborhood association meetings may also be required. Failure to comply with notification requirement may result in the forfeiture of the use of County property for the event. Verification of neighborhood notification is required.

Noise and Amplified Sound

If your event has amplified sound, the Police Department or County representative, may make the determination that noise from your event is disruptive to others, and may require you to lower or discontinue the noise. Failure to comply will result in cancellation of your event.

Onsite Contact / Phone Number

This is the name and cellular phone number of a person who will be at the event and can be contacted if needed during the event.

Parking / Shuttle Plan

Describe the parking plan for event staff vendors, volunteers, participants and spectators.

Participants/Spectators

Please state the number of participants / spectators involved.

Probation

The County reserves the right to prohibit or place detailed restrictions on future events held on County right-of-way due to unsatisfactory past performance.

Publicity Plan

This is a description of how you intend to inform the public about your event. It can be brief and general. Please include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured event approval.

Reference Checks

Reference checks will be conducted for all new events.

Right-of-Way

County streets, sidewalks, and trails are defined as public right-of-way (ROW). In order to obtain right of-way maps, please contact Right of Way Engineering at (714)834-2362 for more information.

Security

Security requirements vary widely for different events. Security needs are evaluated by the Police Department with the authority to recommend the level of security as deemed necessary. Please contact California Highway Patrol at (800) 835-5247 or Orange County Sheriff's Department at (714) 647-7000.

Set-up / Tear-down

This will describe the time or area needed for setting up and tearing down the event. Please include the hours anticipated for both set up and tear down. If your event requires sound checks, the time(s) and date(s) of sound checks must be included in your application.

Site Plan and/or Route Map

To ensure proper review of your event, a site plan must be submitted at the time the application is submitted. This is applicable for moving routes and fixed venues. Please include all portable structures, restrooms, stages, bleachers, tables,

tents, fencing, trash containers, dumpsters, generator locations, etc. in your plan. Identification of all event components must meet accessibility standards. A narrative should supplement your site plan or route map.

Tent / Canopy Permits

If tents/canopies are required, they need to be weighted with sand bags. Maximum size of tents/canopies is 200 square feet. How may tents/canopies will be utilized?

Traffic Plan / Street Closures

If there are any requested street closures, a detailed Traffic Control Plan (TCP) is required. This detailed plan shall include all the routing plans for traffic and barricades. This plan must be approved by OCPW/ Traffic Engineering Department before the event can be held.

Trash Removal

Describe the plan for removing trash generated by the event. This plan must include removing trash generated by the event that filters into areas surrounding the event, the neighborhood and on parking lots used by the event patrons and/or spectators. The plan should include clean up during and after the event. Fines may be imposed for unscheduled and/or emergency services to clean the site, The County reserves the right to require the applicant to provide additional trash receptacles and/or roll-off bins for the event. Any costs would be incurred by the event organization.