

TEMPORARY USE PERMIT APPLICATION INFORMATION



1. TEMPORARY USE PERMIT (TUP) APPLICATION

- Application must be complete and legible.
- Property owner (or property management company) must sign the application.
- A complete application for events at Plaza Park must be received by the Planning Division at least 10 *city working days* prior to the event (See No. 16, below).
- Large events, such as community festivals, radio remotes, circuses, carnivals, etc., will require additional time for review. A minimum of three weeks is encouraged.
- Application and all attachments submitted for review must be kept together at all times. Any unauthorized alterations may result in denial of your permit application.

NOTE: The approved Temporary Use Permit must be kept on-site at all times during the event.

2. RELATED FEES

- Fees may be paid in cash or check only. Make *all* checks payable to the "City of Oxnard."
- Submit \$67.20 non-refundable processing fee to the Planning Division.*
- Certain temporary uses require a \$300.00 security deposit. (see No. 18 for more information about security deposit procedures).
- Additional fees may be required based on the type of event being proposed.
- Events requiring refuse or recycling containers or a fire hydrant meter should make arrangements for delivery and pick-up through the Utility Billing Division located at the Oxnard Service Center.

The following contacts are listed for your convenience:

Refuse Container Fees

- Contact Utility Billing at (805) 385-7816 to obtain cost and application.

Fire Hydrant Water Meter Fees

- Contact Utility Billing at (805) 385-7816 to obtain cost and application.

Public Roadway Encroachment Permit Fees

- Contact Building and Engineering Division at (805) 385-7925 to obtain permit cost and application.

Fire Department Inspection Fees

- Contact the Fire Department at (805) 385-7722 to obtain current list of fees.

* The Planning Division processing fees may be waived for non-profit organizations. Such request shall be made in writing on organization letterhead to the attention of the Planning Manager. The request shall identify the tax-exempt, charitable, or non-profit status of the organization. Documentation identifying the organization as a state-registered, non-profit organization must be included with the request. No other permit or licensing fees can be waived.

3. SEPARATE PERMITS AND/OR LICENSES MAY BE REQUIRED

Due to the complexity of some events, additional permits, licenses and/or fees may be required, prior to the issuance of a Temporary Use Permit (TUP). These additional requirements will be determined, as appropriate by the reviewing departments/agencies.

4. PROHIBITED ITEMS

- Oversized cold air balloons
- Suspended helium balloons extending above the height of the building on the property
- Off-site signs placed on private or public property. (Except on approved billboards, and for which an City of Oxnard encroachment permit has been issued)
- Flashing, scintillating, moving, or color-changing signs, and trailer signs.
- Signs, structures or activities, which may be unsafe, including but not limited to, rock climbing and mechanical bulls.
- Sewage or gray water discharged upon or into parking lots, alleys, streets, public easements, landscaping, planters, etc. Any such discharge must be directed into approved facilities and only with prior approval from the City.

5. SITE PLAN

NOTE: For events within Plaza Park, applicants MUST use the approved Plaza Park Event Site Plan Templates (See No. 16, below). All other events and temporary uses must submit an 8.5" x 11" site plan showing the event set-up. Events and temporary uses involving the use of public roads, alleys, or waterways must also submit an Event Route Plan (See No.8, below).

At a minimum, the site plan must include:

- Dimensions of proposed tents, buildings, bleachers, & other items associated with the temporary use.
- Property boundaries and names of street(s) immediately adjacent to the site. If the event will take place on more than one legal lot, the site plan must identify property lines and the event location/address on each lot.
- North arrow.
- Footprint (outline) of building(s), fences, landscape/grass areas, building entrances, and sidewalks.
- Drive aisles, parking areas/parking spaces, and location of handicapped parking.
- Location and number of portable restrooms (If providing restrooms, at least one must be handicap-accessible).
- Location of all temporary structures and signs used in connection with the event [such as, but not limited to, trailers, booths, rides, tents (See No. 9, below), canopies, portable restrooms, generators (See No. 10, below), and/or bleachers (See No. 11, below)].

6. BANNERS AND PROMOTIONAL SIGNS

Temporary signs such as banners, streamers, flags, pennants and other promotional signs associated with a Temporary Use Permit may only be located on the event site.

- Site plan is required, as described above, showing the building footprint as it relates to the banner location.
- Sign details, including size (length X width), color, text, and notes identifying how sign will be attached to the building.
- Front view (elevation) of sign illustrating how it will appear once installed.
- Applicants must obtain a separate Encroachment Permit for banners placed over public streets. Contact the Building and Engineering Division (805-385-7925) to obtain additional information regarding those designated locations where the City may approve banners over public streets.

7. EVENT PROGRAM/SCHEDULE & LIVE MUSIC

- List of times and description of program and events.
- Event flyers shall be attached to the TUP application.
- Live music requires a list of performers.

8. EVENT ROUTE PLAN

In addition to a Site Plan, an Event Route Plan (an 8.5" x 11" map) designating the event path is required for uses such as parades, processions, runs/walks, triathlons, etc. The plan must show the designated path within the public rights of way (streets, sidewalks, alleys, and waterways)

The plan must identify:

- Intersections with traffic signals, directional signs, barricades, caution tape, or any other apparatus used to direct event participants, whether on public or private property.
- Street closures and traffic control items used to divert or maintain traffic control.

If barricades are proposed to control traffic, the applicant must also show on the plan:

- Barricade locations.
- Date and time when barricades will be installed and removed.
- Applicant must obtain approvals from the Traffic Engineer and the Police Department for barricade locations.

If police assistance will be provided, please state this on the plan, and list name of contact officer and phone number.

Closure of public rights-of-way (streets, sidewalks, alleys, and waterways) and any use occurring on a public right of way requires an Encroachment Permit from by the Development Services Department. The Event Route Plan must be approved in accordance with the standards of the Traffic Division and the Police Department.

9. TENTS

All tents require verification that the tent fabric material has been certified by the State Fire Marshal for flame resistance.

Tents or combination of tents must be set back from property lines or other buildings by no less than 10 feet (for up to 1,500 square feet of floor area), 30 feet (for up to 15,000 square feet of floor area) or 50 feet (for over 15,000 square feet of floor area.)

Tents larger than 10 feet x 10 feet require building permits from the City of Oxnard Building & Engineering Division. In addition to the items required on a site plan (see number 5 above), the following information is required when a tent is proposed:

- Size of tent and distance from the tent to buildings, property lines, and other tents.
- Manufacturer's specifications and listing information for any heating equipment demonstrating it is suitable for use inside a tent.

Tents larger than 30 feet x 30 feet, or tents with seating and/or side walls, must include the following additional information:

- Location of seating.
- Location and size of exits.
- Location of handicapped seating and the accessible path of travel to the seating.
- Provide wet stamped and signed certification/calculations from a civil or structural engineer that the tent is adequately guyed, supported, and braced to withstand a wind pressure or suction of 10 pounds per square foot. The poles and their supporting guys, stays, stakes, fastenings and similar supporting members or devices shall be certified to be of sufficient strength to resist the 20 pounds per square foot. In addition, tents with sidewalls must be designed to resist wind loads in accordance with the 2007 California Building Code and ASCE7-05.

Note: Copies of prior certifications/calculations for other locations or previous installations in the same location cannot be accepted. If similar installations are planned within the City, a prototype certification/calculation package can be submitted with a wet stamped and signed letter from the engineer stating the package can be copied and re-used with their permission by a specific client. This prototype certification/calculation package can then be copied and used for up to two years or until the engineer's stamp has expired and needs to be updated.

10. ELECTRICAL GENERATORS

Applications that include electrical generators, not hand carried, with capacity in excess of 2 110-volt outlets must provide:

- Information on the generator capacity.
- Information from electrical contractor on the proposed grounding method.
- The electrical contractor will be required to sign the permit and present workers' compensation insurance and a City business license number.

11. BLEACHERS, GRANDSTANDS AND STAGES

Applications that include bleachers, grandstands and stages must provide:

- Calculation or certification from a structural, civil, or other qualified registered engineer may be required. The structure of the bleachers shall be sufficient to support the proposed loads.
- Provide an exiting plan showing location, width, and configuration of exits.
- A plan indicating location of handicapped access seating.

NOTE: State accessibility laws require that wheelchair areas shall be an integral part of any seating plan, and shall be arranged so as to provide persons with disabilities a choice of admission prices and lines of sight comparable to those of the general public. At least one companion seat shall be provided next to each wheelchair seating space. The number of spaces shall be 1 space for up to 26 persons, 2 up to 50, 4 up to 300, 6 up to 500, and one additional space for each fraction of 100 persons over 500 persons.

12. CONTRACTORS, SUB-CONTRACTORS, VENDORS, INSTALLERS, AND PROMOTERS

- Business names, addresses and phone numbers must be included on Temporary Use Permit application form (page 2 of form).
- All revenue-generating businesses participating in the event must be licensed with the City of Oxnard, Business Licensing Division. Contact the Licensing Division at (805) 385-7819 to obtain additional information.

13. EVENTS WITH ALCOHOL

Responsible Beverage Sales and Service (RBSS) training is required for all people involved in or assisting with serving alcoholic beverages at the event site. The applicant is responsible to arrange for RBSS training by calling the Oxnard Police Department at (805) 385-7490. The training seminar is free and is approximately one and one half (1½) hours in length. Persons successfully completing RBSS Training will receive a card certifying the completion of RBSS Training. All alcohol servers are required to have this card while serving alcoholic beverages. Servers failing to obtain RBSS training will not be able to serve alcohol at the event site. See No. 15 below for additional requirements.

NOTE: A separate license from Alcohol Beverage Control shall be obtained by the applicant and must be posted as required by law and presented to officials upon request. *ABC Section No. 24045.1; Rule 59.5;2300* A copy of ABC license must also be provided to the City, prior to the issuance of this permit.

14. INSURANCE REQUIREMENTS

General Liability Insurance coverage shall be provided in the amount of no less than \$1,000,000.00 per occurrence. As necessary, the Risk Management Division may determine that a higher amount is required. The insurance certificate must name the City of Oxnard, its City Council, officers, agents, employees, and volunteers as additional insured. Insurance carrier must be rated A-7 or better. Some events may be required to provide the City with a certificate of insurance naming the City as additional insured. Original certificate must be mailed to the attention of Yesenia Sanchez, City of Oxnard, Risk Management Division, 300 West Third Street, Oxnard, CA 93030, (Phone 805-385-7578). To expedite processing, a copy may be faxed to the attention of Yesenia Sanchez (Fax 805-385-7466). Insurance may be purchased for events held on City property. Contact Yesenia Sanchez (phone 805-385-7578 or 385-7466) for more information.

15. ALCOHOL LIABILITY INSURANCE

Events that serve alcoholic beverages must provide separate insurance certificates for alcohol liability. Certificate and insurance requirements shall be provided as described above for general liability insurance. See information above regarding the Responsible Beverage Sales and Service Training.

16. USES/EVENTS IN PLAZA PARK

The following additional requirements apply to ALL events in Plaza Park:

- A complete application for events at Plaza Park must be received by the Planning Division at least 10 city working days prior to the event.
- Event/Use layout must comply with one of the Plaza Park Site Plan templates. Applicants may obtain a copy of these templates at the Planning Counter or on-line: www.planning.cityofoxnard.org (click on *Handouts and Applications*).
- Tier 1 Events – Events for which more than 1000 attendees are expected and include any street closures in addition to North Fifth Street. Applications for this type of event must be submitted at least 90 days before the date of the event.
- Tier 2 Events – Events for which 300 to 1000 attendees are expected and include closures of North Fifth Street only. Applications for this type of event must be submitted at least 30 days before the date of the event.
- Tier 3 Events – Events for which less than 300 attendees are expected and no street closures are included. Applications for this type of event must be submitted at least 15 days before the date of the event.
- Any event sponsored by the city shall take precedence over all other events. If a scheduling conflict arises between a city event, city-sponsored event, and a private event, the city event shall prevail. Private events, not sponsored by the city, may not exceed two per applicant or group, per calendar year and events must be separated at least by 30 days.
- For all non-City events, an application must be submitted to each date, but reservations cannot be made more than 12 months prior to the event date.
- Public Notice* – The applicant must provide a written notice to all businesses and merchants within the Downtown Core.** The notice will be prepared by the Planning Division and provided to the applicant after the TUP is conditionally approved. The applicant may hand deliver or mail the notice. Businesses must receive the notice 72 hours prior to the event. The applicant must submit an affidavit of delivery or mailing to the Planning Division prior to the issuance of the TUP. The Planning Division will provide the applicant with the affidavit.
 - If an event is rescheduled for any reason, a new TUP and notice are required, at the applicant's expense.
 - **Planning Division staff will provide a map to the applicant outlining the Downtown Core (3rd Street to 6th Street, and A Street to C Street). Planning Division staff will provide mailing labels for this area free of charge, however, it is the applicant's responsibility to make photocopies of the notice. Larger events and events with street closures may require a larger noticing boundary, at the discretion of the Planning Division.
- A minimum of two (2) handicap access restrooms are required for events/uses that are two hours or longer in length.
- Live music is limited to one performance at a time.
- Amplified sound must end by 8:00 p.m.

17. DRAINAGE AND TRASH MANAGEMENT

Applicants for temporary events during which substantial quantities of trash and litter may be generated are required to comply with the City's storm water quality requirements, which includes regulations for trash management at public events.

The applicant is responsible for meeting the following requirements for any event in a public street, alley, sidewalk, or waterway, or any event that is likely to generate substantial quantities of trash and litter:

- (A) Provide appropriate trash and litter management, according to City requirements; and
- (B) Arrange for temporary screens to be placed on catch basins; and/or arrange for cleaning out of catch basins, trash receptacles, and the event area within 24 hours after the event (or sooner, if the temporary use permit expires earlier than within 24 hours).

Examples of temporary events subject to the trash and litter management requirement include (but are not limited to) festivals, carnivals, circuses, street fairs, block parties, Christmas tree lots, pumpkin sales, concerts, construction yards, itinerate shows, parades, processions, races, rodeos, religious revivals and similar outdoor events with a large number of participants and attendees.

The Refuse Division will provide trash and recycling containers for large events such as the types listed above.

Applicants are required to obtain approval from the Refuse Division and Environmental Resources Division for these types of events.

18. SECURITY DEPOSIT PROCEDURES

Section 16-480 of the Oxnard City Code (Temporary Uses) requires all uses permitted by a temporary use permit to be terminated (ended) on or before the expiration date stated upon the permit. All materials or products used in connection with or resulting from the temporary use must be removed within five days after the expiration date. The City of Oxnard requires a security deposit to ensure removal of all materials in a timely manner, and a security deposit is required for the following temporary uses:

- Subdivision signs;
- Construction yards and offices;
- Sales or rental offices;
- Vegetable, fruit or flower stands;
- Seasonal sales lots, such as for Christmas trees and Halloween pumpkins; and
- Any other temporary use for which the Planning Manager determines a security deposit is necessary.

It is the applicant's responsibility to ensure that the site is clean and free of any materials, personal property, structures, and debris relating to the event. The agreed-upon date and time for clean-up is stated on the approved Temporary Use Permit (TUP) and in the paragraph above. The TUP fee includes one visit by City staff to verify clean-up by the required date. If the site is not adequately cleaned, City of Oxnard Code Compliance officers will conduct follow-up inspection(s) (at an hourly rate of \$84.00 for regular time or \$115.50 for overtime) to ensure compliance. These charges will be subtracted from the security deposit on file.

Further instructions regarding the procedure for returning a security deposit are included in the document titled "Receipt and Procedures for Temporary Use Permit Security Deposits," which is given to all applicants who provide a security deposit with a temporary use permit.