



CHECKLIST AND GUIDELINES FOR Administrative Conditional Use Permit

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

The City of Covina requires sponsors of temporary, occasional activities conducted outside of buildings in commercial, industrial, school, residential and other areas to receive an Administrative Conditional Use Permit (ACUP). Typical functions that require an ACUP include:

1. Temporary Fund-Raising Activities such as but not limited to K-run, K-walk, car show, carnival, etc., when sponsored by a civic, religious, educational, fraternal or charitable organization. Such activity does not exceed three total days of operation per nonprofit organization within a six-month period
(Application must be submitted at least 60 days prior to the schedule event)
2. Promotional Sales Activities
 - a. Such activity does not exceed ten (10) consecutive days of operation within a six-month period and is a temporary extension of the store’s normal retail sales upon the same premises of a shopping center
 - b. Such activity does not exceed three (3) consecutive days of operation within a three-month period and conducted at a neighborhood shopping center, and the product being sold is not sold by any retailers in the shopping center
3. Seasonal Sales Activities
 - a. Where said activities do not exceed three days of operation within any three-month period when conducted as an advertising feature in connection with a retail commercial business
 - b. Certain seasonal activities which occur only once during the year such as Christmas tree lot/pumpkin patch may be conducted for a period not to exceed fourteen (14) consecutive days within a twelve-month calendar period
4. Special public or quasi-public events such as Bingo and Monte Carlo nights

SECTION 1: FILING REQUIREMENTS

- Administrative Use Permit (ACUP) Application Form & Questionnaire
- 3 copies of a Site Plan, 1 flash-drive
- Filing Fees (See Fee Schedule)
- Certificate of Liability and/or Workers’ Compensation Insurance and Indemnity and Hold Harmless Agreement

SECTION 2: FEES & COSTS PER COUNCIL APPROVED FEE SCHEDULE

- Administrative Conditional Use Permit..... **REFER TO FEE SCHEDULE**
The fee for fundraising events held by civic, religious, fraternal and educational organizations may be waived, if a copy of non-profit 501(c)(3) is provided
- Additional fees/costs based on the proposed temporary/special event may be charged
 - Public Works Department – Engineering
 - Public Works Department – Environmental Services
 - Police Department

SECTION 3: SAMPLE SITE PLAN FOR EVENT AND EQUIPMENT LAYOUT

Draw a general layout of your event below that should include the following (see attached sample site plan):

- An outline of the event site including names of streets or areas surrounding the event. If the event involves a moving route (such as a parade or race), indicate a direction of travel
- Any street closures and/or parking tow zones

- Location of fencing, barriers or barricades
- Location of staff
- Location of all stages, platforms, tents, booths, events activities/attractions, etc.
- Cooking area configuration including location of flammable gases and barbecue grills
- Location of trash receptacles and recycling bins
- Location of portable toilets/restroom facilities
- Location of first-aid facilities
- Generator locations and/or sources of electricity
- Placement of vehicles or trailers used for the event
- Anticipated parking locations (staff and attendees)
- Placement of promotional signs or banners

Guidelines for Obtaining an Administrative Conditional Use Permit

The purpose of the Administrative Conditional Use Permit (ACUP) process is to ensure such temporary or special events or activities are safe and do not significantly disrupt the welfare of surrounding residents and businesses. Planning a successful event or activity involves cooperation and participation from many people, including City of Covina employees. City staff will begin reviewing your application once it is submitted to the Planning Division. You can help speed the process along by completing your ACUP application and Questionnaire in full before submitting it for review. Your application will be circulated to affected department and division heads who may contact you for clarification or additional information. Event or activity organizers recognize the benefits of planning ahead and keeping everyone informed. The ACUP application and questionnaire will help you identify equipment, services and activities early in the planning stages to help minimize last minute surprises that could be a problem for you or your organization. The below guidelines will assist you through the ACUP process.

1. Applicant/event organizer is encouraged to have early consultation with Planning Division staff of the proposed temporary or special event or activity. The purpose of early consultation is to ensure that the applicant is familiar with the ACUP process and requirements and to resolve any matters with City staff, business/organization personnel, etc.
2. Applicant submits a completed ACUP application and questionnaire to Planning Division **at least thirty (30) days**, prior to the schedule activity. For communitywide special event or activity such as, but are not limited to, carnival, car show, etc., which may have an estimated attendance of over 100 and plus, the applicant shall submit the ACUP application and questionnaire **at least sixty (60) days** prior to the schedule event.
3. Scaffolding, bleachers, or other structures that might collapse and cause an injury will require a building permit from the City Building and Safety Division. Flammable materials (e.g. tent) or cooking equipment will require the approval of the Los Angeles County Fire Department (Public Information Desk: 323-881-2411).
4. For Christmas Tree Lots, and Tent Sales within shopping centers, the applicant should review the Los Angeles County Fire Department Handout for additional requirements.
5. Besides the Administrative Conditional Use Permit, additional City permits may be required for such matters as a trailer placement, temporary electrical and/or water hookup, and banner or temporary signage installation. If any food and/or alcoholic drinks will be served at the temporary event or activity, then approval will be needed from, respectively, the County Health Department and/or the State Department of Alcoholic Beverage Control (ABC). Contact those agencies for their requirements and permit procedures.

(County of Los Angeles Department of Public Health: 888-700-9995)

(ABC – Southern Division: 562-402-0659)

6. Upon a review of the ACUP application and questionnaire and any information and/or site plan submitted with the application, City staff may require additional information to assist staff's review. City staff will provide a list of the required additional information to the Applicant if the application is found to be incomplete.
7. Once the application is found to be complete, City staff will make the determination whether the proposed temporary event or activity will be conducted in an adequate, safe, and functional manner with respect to the above noted areas/departments. The Planning Division will formally approve the permit and notify the applicant within (10) calendar days from the date the application is found to be complete. The City may impose reasonable conditions necessary to protect the public health, safety, and welfare.
8. **Because of Covina's public safety resource limitations (i.e., the Police Department cannot serve an unlimited number of events on a particular single day), the City may not be able to approve certain ACUP requests unless changes in dates are made. This is another reason for the early consultation with the Planning Division staff about your proposed temporary event or activity as well as picking up an application as early as possible.**
9. **Failure to obtain an administrative conditional use permit or any related permit in conjunction with an above-described temporary activity is a misdemeanor and the operator is subject to citation and fine.**

NOTES (for applicant to use):



Administrative Conditional Use Permit Application & Questionnaire

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GENERAL INFORMATION

Applicant Name:		Staff Use Only Date:
Phone:	Email:	MUNIS NO:
Applicant Address:		FILE NO:
Property Owner Name:		
Property Owner Address:		
Location of Event:		

Check all that apply to your event plan and services and complete the Administrative Conditional Use Permit Questionnaire

Type of Temporary Activities

- Merchandise Retail Sales/Vendors
- Trade/Craft Show
- Car Show
- Christmas Tree Lot/Pumpkin Patch
- Athletic Competition TYPE: _____
- Carnival/Mechanical Rides
- Inflatable Rides/Bounce Houses
- Live Performance
- Live Animals
- Parade on Street or Right-Of-Way
- Alcohol Service/Sales
- Food Service/Sales
- Amplified Sound/Music
- Rummage/Yard Sale
- Race/Walk
- Other: _____

Type of Services

- Stage/Scaffolding
- Tent/Canopies
- Portable Restrooms
- Portable Fencing/Barricades
- Posting of Signs/Banners
- Street Closure
- Traffic Control
- Dumpsters
- Portable Lighting
- Security: Police Private Security
- Electrical: Generator City
- Water: Private Sources City
- Vehicle Access
- Car Wash
- Fireworks

OWNER CERTIFICATION

I CERTIFY THAT I AM THE LEGAL PROPERTY OWNER AND THAT THE INFORMATION CONTAINED IN THE ADMINISTRATIVE CONDITIONAL USE PERMIT QUESTIONNAIRE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Date: _____ Owner Signature: _____

Print Name and Title: _____

I CERTIFY THAT I AM THE LEGAL REPRESENTATIVE OF THE OWNER AND THAT THE INFORMATION CONTAINED IN THE ADMINISTRATIVE CONDITIONAL USE PERMIT QUESTIONNAIRE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Date: _____ Applicant Signature: _____

Print Name and Title: _____



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APPLICANT/EVENT PROMOTER

Name of Organization: _____

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email Address: _____

Does the organization have non-profit 501(c)(3) status? Please provide a copy (for business license purposes only). Yes No

EVENT NAME: _____

EVENT LOCATION/ADDRESS: _____

EVENT DATE(S): _____

ACTUAL EVENT HOURS: START: _____ am / pm END _____ am / pm

SET UP: DATE: _____ FROM: _____ am / pm TO: _____ am / pm

STRIKE DOWN STARTS: DATE: _____ FROM: _____ am / pm TO: _____ am / pm

STRIKE DOWN COMPLETED BY: DATE: _____ TIME: _____ am / pm

A SITE PLAN IS ATTACHED WITH THIS APPLICATION AND QUESTIONNAIRE YES

EVENT DESCRIPTION: _____

MAXIMUM EXPECTED ATTENDANCE PER DAY: STAFF _____ + PARTICIPANTS _____ + SPECTATORS _____ = TOTAL _____

Is the event open to the public? Yes No Is there an admission charge? Yes No

VENDOR AND EXHIBITORS

Will anything be sold, at the event? Yes No

If yes, how? (Check all that apply) Food beverage Auction of goods Sale of goods Services

Solicitation of donations Other (Describe: _____)

Will there be retail sales by concessionaires in conjunction with this event? Yes No

How many concessionaires? _____ What types of products will be sold? _____

Will products be given away at the event? Yes No

If yes describe: _____

California State Board of Equalization No: _____

NOTE: Retail vendors and exhibitors at permitted events have to obtain a Covina business license.

FOOD / BEVERAGES

Will food be served? Yes No (If "No", move to next questionnaire topic) Served to Invited Guests General Public

Will food be cooked on site? Yes No Will non-alcoholic beverages be served? Yes No

Describe: _____

Name of Caterer: _____

If not using a professional caterer, describe food handling, preparation, distribution and clean-up procedures: _____

NOTE: If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Los Angeles County Health Department, 310-354-6473. All supply and service providers (caterers, etc.) will be required to obtain a Covina Business License.

ALCOHOL

Will alcoholic beverages be served and/or sold on site? Yes (If "Yes" A State of California Alcoholic Beverage Control (ABC) Permit will be required. Provide a copy of permit) No (If "No", move to next questionnaire topic)

If yes, describe service area and security measures planned to ensure consumption by only persons 21 years or older:

NOTE: Alcoholic beverages may not be sold or consumed at events at City parks or in public streets.

ENVIRONMENTAL SERVICES (If not applicable, move to next questionnaire topic)

Describe your plan for clean-up and for collecting and disposing of refuse. _____

Will the event involve water activities or washing down of item? _____

Describe your plans for recycling, disposal and pick up: _____

Will there be live animals at your event? Yes No

If yes, describe who will be responsible for pet waste removal and proper disposal: _____

Toilets

Will Portable toilets be used at event? Yes No If "Yes", how many? _____

NOTE: The Los Angeles County Health Department recommends one (1) chemical toilet for every 250 men and two (2) chemical for every 175 women. At least 10% of toilets must be accessible to disabled persons. If your event is planned for night, all restrooms must be properly illuminated. A refundable clean-up/damage deposit may be required. The City of Covina encourages recycling and may require a Zero Waste Management Plan. Toilets must be on secondary containment in case of spills.

LOS ANGELES COUNTY FIRE DEPARTMENT (If not applicable, move to next questionnaire topic)

Which of the following will you be using?

- Tents How many? _____ Dimensions of each _____ x _____
- Canopies How many? _____ Dimensions of each _____ x _____
- Generators How many? _____ Size/type? _____
- Cooking/Open Flame
- First Aid Facilities
- Special Effects (describe) _____
- Other (describe) _____

BUILDING & SAFETY (If not applicable, move to next questionnaire topic)

Which of the following will you be constructing or assembling?

- Stages (How many? _____ Height: _____ inches) Tent in excess of 400 sq. ft.
- Bleachers or other seating Structure in excess of 120 sq. ft. area
- Canopy (open sides) in excess of 700 sq. ft. area Displays or other structures (describe)
- Platform

NOTE: Building and Safety may require an inspection, building permit, and/or engineer drawings. Stages, platforms and decks more than 30" above grade require a Building Permit.

ACCESSIBILITY PLAN (If not applicable, move to next questionnaire topic)

Applicant must comply with all city, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities.

Describe your accessibility plan: _____

POLICE / SECURITY (If not applicable, move to next questionnaire topic)

Will you be hiring a private security company? Yes No Total number of security personnel _____

Name of security company: _____

Will any security guards be armed? Yes No If yes, how many? _____

NOTE: Covina Police Department personnel may be required at your event and at the applicant's expense. All service providers (security, etc.) will be required to obtain a Covina Business License and Private Patrol Operator Permit.

ENTERTAINMENT / SOUND AMPLIFICATION

Will there be amplified sound/music during the event? Yes No (If "No", move to next questionnaire topic)

If yes, where? Indoors Outdoors

Hours of amplified sound/music: Date: _____ Start: _____ am / pm Finish: _____ am / pm

Date: _____ Start: _____ am / pm Finish: _____ am / pm

Number of stages: _____ Height of stages: _____

Number of bands: _____ Type of music: _____

Name of entertainers: _____

Describe other amplified sound: _____

Sound Check: Date: _____ Start: _____ am / pm Finish: _____ am / pm

NOTE: Music or other amplified sound must be an incidental component of the event and stages must be no more than 30" above grade. Depending on event site and its proximity to residential areas, the duration of amplified sound may be restricted.

SIGNAGE

What type of signage will you have at your event? Where and how will it be mounted? _____

NOTE: Temporary signs that identify or pertain to the event may be installed within the event. Restrictions on the size of the logo vary by event venue. Inflatable signage that includes advertising or promotions is prohibited. All temporary signs with or without logos must be approved by City staff in advance of the event.

PARKING / TRANSPORTATION MANAGEMENT (If not applicable, move to next questionnaire topic)

Number of vehicles expected for staff and guests? _____

Describe parking plans (specify parking location, shuttle service, etc.): _____

Describe how attendees will arrive at the event (designated drop-off area, all arrive at once; arrive at various times, etc.): _____

Will you need to reserve parking spaces? Yes No

Specify location _____

Are you hiring a valet parking service? Yes No Auto valet parking company will be required to obtain a Covina Business License. If operating on public streets, a valet parking permit and garage keeper's liability insurance will also be required.

NOTE: Event may require a Transportation Management Plan/Traffic Control Plan to be submitted by the applicant and prepared by a licensed traffic engineer. The level of detail required will be directly related to the size and scope of the event. The Transportation Management Plan/Traffic Control Plan must be reviewed and approved by the City before approval of the event.

STREET CLOSURES (If not applicable, move to next questionnaire topic)

Are you requesting a street or lane closure? Yes No Describe: _____

Are you requesting closure of more than one block? Yes No

Describe location and exact time of closure: _____

NOTE: Street closures, if authorized, require a City approved temporary traffic control plan (submitted by the applicant and prepared by a licensed traffic engineer) to be implemented at the event that may include but not limited to hiring traffic service personnel and paying for barricades, signage, bus re-routing and parking space reservations.

ADDITIONAL CITY REQUIREMENTS

Business Licenses

All supply/service providers (caterer, promoter, security, valet, rental companies, etc.) will be required to obtain a Covina Business License. Retail vendors are exempt from having to obtain a business license.

Neighbor Notification

Residents and businesses within 500 feet of an event site must be notified in writing at least 10 calendar days prior to an event held outdoors or in a tent/temporary structure if there will be amplified sound or live music or if the event requires a street closure(s). The notice will include a brief description of the event, date and time of event, the name of a contact person, and a means for reaching the person during the event in case there is a problem. There is a set fee for mailing out the notice for events at fixed venues.

Indemnity and Hold Harmless Agreement

Event organizer will be required to execute a Defense, Indemnity and Hold Harmless Agreement. Depending on the type of event such as rummage and yard sale, the intensity and the duration of the event, the Community Development Director and City's Risk Manager may authorize a waiver of the required Agreement.

Insurance

Commercial General Liability Insurance, or its equivalent, with limits not less than \$2 million per occurrence. Some events may require higher limits, auto, liquor, participant, or garage keeper's liability and depending on the type of event such as rummage and yard sales, the intensity and duration of the event, the Community Development Director and City's Risk Manager may authorize a waiver of the required insurance. Such insurance shall be primary and not contribute with insurance or self-insurance maintained by the City of Covina. Such insurance shall be endorsed to designate the City of Covina, its elected and appointed officials, employees, and volunteers as additional insured. A certificate of insurance from the vendor installing the temporary structure (e.g., stage, bleachers, etc.) providing evidence of general liability insurance coverage in the amount of \$2 million per occurrence.

APPROVAL AND APPEAL PROCESS

The action taken by the Community Development Director and/or his designee is final, unless a written appeal to the Planning Commission is filed within 10 calendar days after the date of the decision, and in accordance to Municipal Code Section 17.62.260.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I WILL FULLY COMPLY WITH THE SPECIFIC CONDITIONS OF THE ADMINISTRATIVE CONDITIONAL USE PERMIT.

Submitted by _____

(Please Print)

Title _____

Signature _____ Date _____

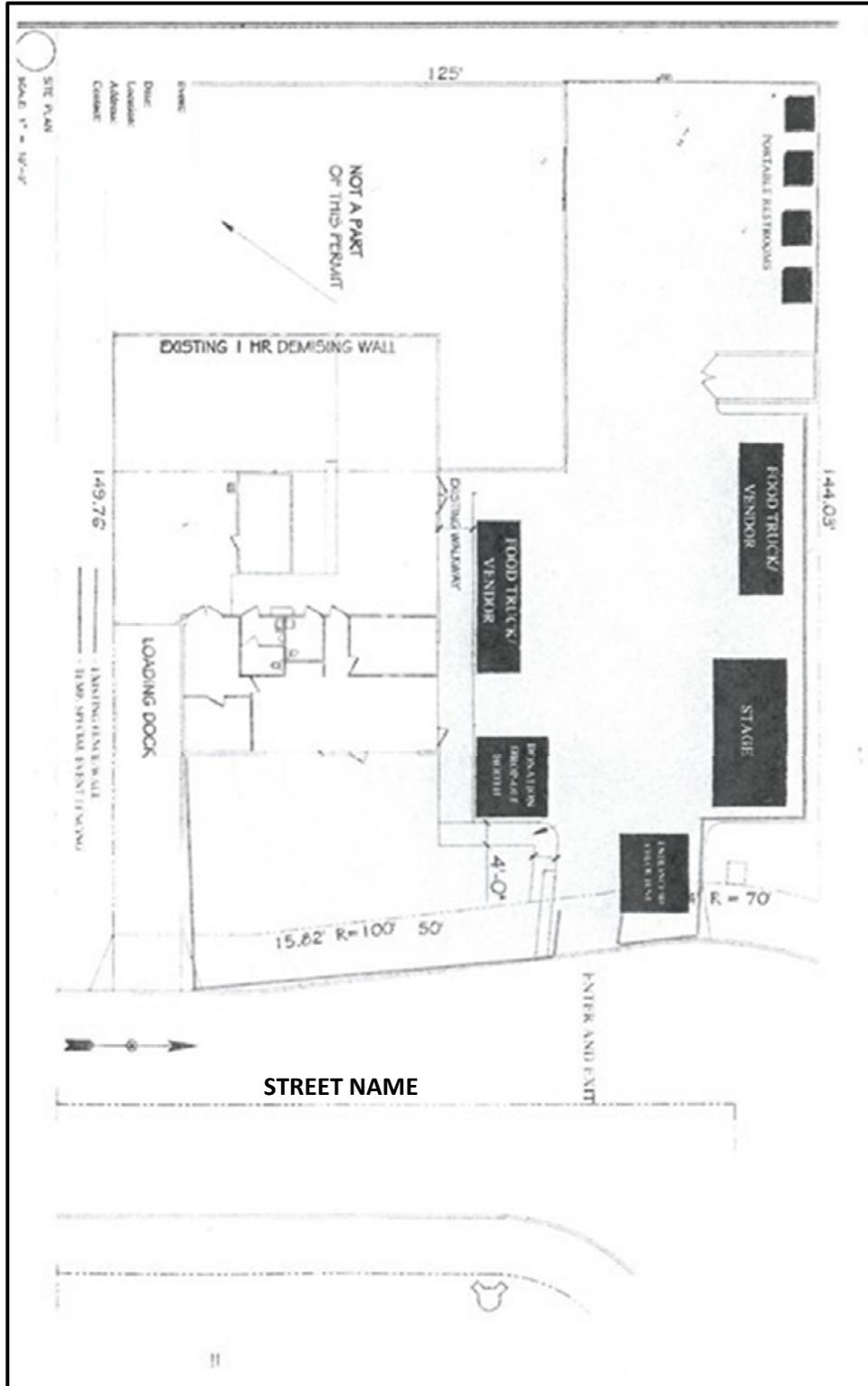


Sample Administrative Conditional Use Permit Plan

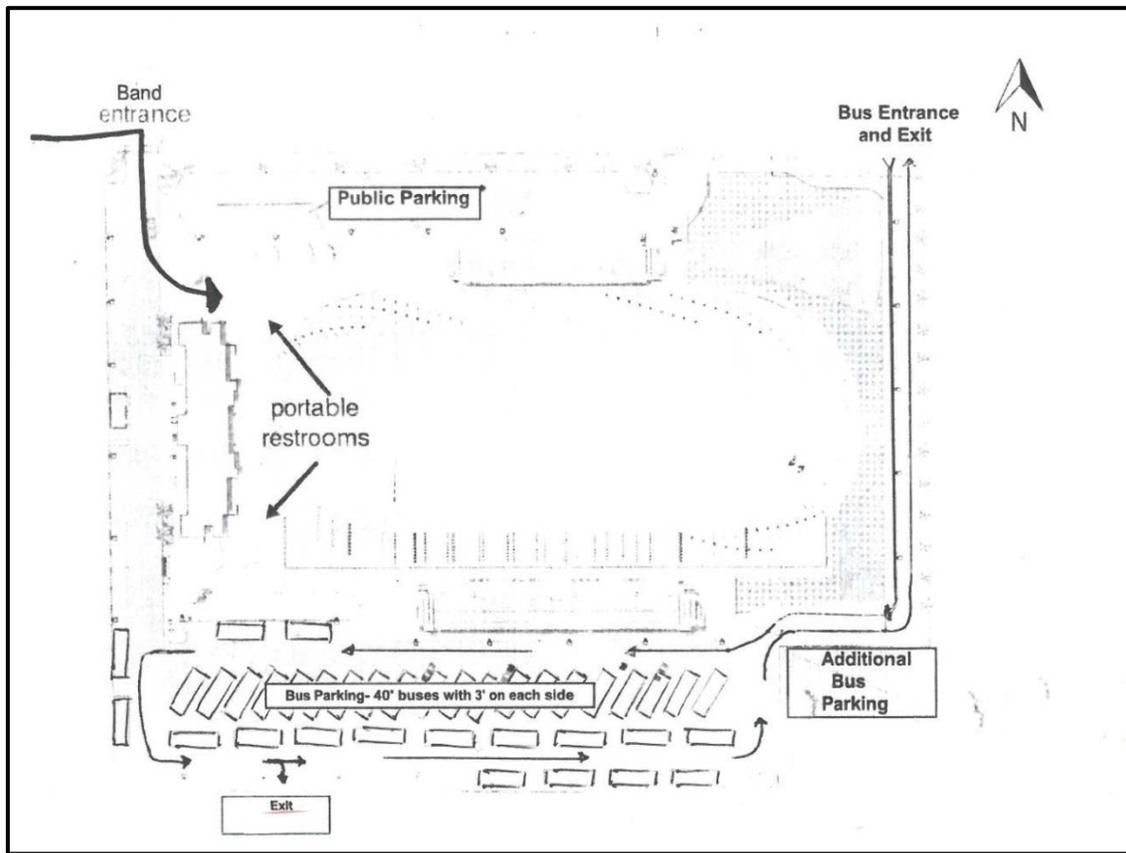
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SAMPLE 1



SAMPLE 2



SAMPLE 3

