

# County of Santa Clara

Roads and Airports Department  
Permit Issuance Unit

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## SPECIAL EVENT PERMIT GUIDELINES

Thank you for contacting the County of Santa Clara Roads and Airports Department regarding your Special Event. We welcome the opportunity to work with you to help ensure that your event is a success. These guidelines have been prepared to help guide you through the process of obtaining a Special Event Permit for an event on a road in unincorporated Santa Clara County. Should you have any questions along the way, please feel free to contact us at the above number.

The information in these guidelines is consistent with the County of Santa Clara's Special Events Ordinance (No. NS-502.8 of Division B3, Chapter VII of the Ordinance Code), which is designed to effectively regulate events on County roads so that they are safe, clean, and cause minimal impacts. You may view the Special Events Ordinance in its entirety at [www.sccgov.org](http://www.sccgov.org).

The information requested in the special event permit application will be used to determine the applicable permit for your event. The permit process begins when you submit a completed Special Events Permit Application. The County's acceptance of your application should **in no way be construed as final approval or confirmation of your request**. During the review process, you will be notified if your event requires any additional information, permits, licenses or certificates.

Using these guidelines as a reference, please complete the application completely by typing or printing clearly. Depending on the nature of your event, additional information may be required. Your permit will not be issued until all required information is received, reviewed and approved. The attached matrix summarizes the various types of permits and their associated timelines. The types of Special Event Permits are:

- *Block Party*: a festive gathering of a neighborhood which is stationary and requires road closure or restricts the general use of the road.
- *Minor Special Event*: A special event<sup>1</sup> on a road involving fewer than 500 people that does not comply with normal or usual traffic regulations or controls; OR a special event on a road involving fewer than 500 people that requires the placement of a tent, canopy, or other temporary structure on the road.
- *Major Special Event*: A special event which requires temporary closure of a road or portion thereof; OR any special event involving 500 or more people.

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<sup>1</sup> A Special Event is defined in Section B3-146(h) of the County's Ordinance as: (1) a parade, march, procession, demonstration, or assembly consisting of fifty or more persons, animals, motorized or non-motorized vehicles (including, but not limited to, cars, motorcycles, and bicycles), which is to assemble on a Road or travel in unison on a Road; or (2) any activity or event on the Road which requires temporary closure of a Road or portion thereof, or does not comply with normal or usual traffic regulations or controls; or (3) any activity or event on the Road which requires the placement of a tent, canopy, or other temporary structure, including, but not limited to, medical stations, rest-stops, and portable toilets, on the Road.

- *Special Event Involving Expressive Activity*: A special event where the sole purpose is to express, disseminate, or communicate by verbal, visual, literary, or auditory means of opinions, views or ideas.

Applications for the events identified above must be must be filed according to the following timelines.

- *Block Party* –not less than 15 calendar days before the block party.
- *Minor Special Event*—not less than 30 calendar days before the event.
- *Major Special Event*—not less than 60 calendar days before the event.
- *Special Event Involving Expressive Activity*—not less than 7 calendar days before the event.

## **STEP-BY-STEP SPECIAL EVENT PERMIT APPLICATION PROCESS**

### **Step #1—Obtain Permit Application**

Obtain a Roads and Airports Special Event Permit Application (Application) from the County of Santa Clara, Roads and Airports, Encroachment Permit Issuance Unit located at the address and number listed above.

### **Step #2—Complete Application**

Complete the Application; including the following information. The application should provide detailed information for all of the following elements, if applicable. The application should explain if any element is not applicable.

- Indicate the type of event permit being applied for: Block Party, Minor Special Event Permit, Major Special Event Permit, or Special Event Involving Expressive Activity Permit.
- Name of organization and website address.
- Contact person working with the Department during the permit approval process and the individual’s contact information.
- Time, date and location of the event.
- Name of event day contact person and contact information to be used during the event.
- Anticipated participation and attendance for the event.
- Area(s) designated for parking, registration, refreshments, start, finish, awards, etc.
- Traffic Control Plan identifying the roads (or portions thereof) proposed for temporary closure, provisions for accommodating pedestrian and vehicular traffic and use of temporary traffic control devices, including traffic cones, barricades signs, pavement markings and traffic control officers(on foot, bicycles, motorcycles, or cars).

- Provisions for first aid, sanitary and emergency facilities, including provisions for handicap accessible sanitary facilities.
- Provisions for use of event monitors and method of providing notice of permit conditions to event participants.
- Public Outreach plan to notify businesses and residents who may be directly affected by the conduct of the event.
- Proof of consent by a private property owner(s) to place a structure on private property.
- Pre-event activities impacting the road.
- Number and type of vehicles, animals or structures at the event. If applicable, inspection and approval of structures for fire safety by the Santa Clara County Fire Department is required.
- Explanation of a plan to comply with animal protection ordinances and laws, if applicable.
- Explanation of a plan to comply with the County's National Pollutant Discharge Elimination System stormwater compliance program, if applicable.
- Provisions for use of garbage containers, clean-up and restoration of roads and public property.
- Provisions for use of amplified sound or public address systems.
- Provisions for the sale and/or distribution of food and/or beverages at the event and plans to obtain the appropriate permits from the Santa Clara County Department of Environmental Health.
- Provisions for the sale of alcohol at the event and plans to obtain the appropriate permits.

### **Step #3—Submit Application**

You may submit your completed application and pertinent information within the specified time period for the type of event in person, by mail, or by fax to:

County of Santa Clara, Roads and Airports  
 Encroachment Permit Issuance Unit  
 101 Skyport Drive  
 San Jose, California 95110.  
 Fax—408-441-0144

Your application will be reviewed and processed in accordance with the special events ordinance. Your application will be approved, conditionally approved, or denied in accordance with the Special Events Ordinance. The County will notify you in writing of the approval, conditional approval, or denial of your application on the day the decision is made.

#### **Step #4—Payment of Appropriate Permit Fees**

Applicants for permits will be required to pay appropriate permit fees to conduct the event. Permit fees are established by the Board of Supervisors. The current fee schedule is attached. Fees for permits for a Block Party, Minor Event, and Expressive Activity are fixed dollar amounts. The fee for a Major Special Event Permit is determined by the number of labor hours required for permit processing and inspection. You will be required to submit a deposit to cover the estimated costs. At the conclusion of the event, you will be refunded (or billed) for the difference between the actual costs and the amount of the deposit.

#### **Step #5—Permit Issuance**

*A permit will be issued* if it is determined that the following criteria has been met:

- The proposed use of the road is not governed by or subject to any other permit procedures provided elsewhere in the Special Events Ordinance or applicable laws, rules or regulations.
- The preparation for or the conduct of the proposed event will not unreasonably or unfeasibly burden County resources necessary to preserve the public's use of the road, the area contiguous to the road or other public property.
- The preparation for or the conduct of the proposed event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the County's ability to perform County functions or furnish County services in the vicinity of the permit area.
- The proposed event does not otherwise present a substantial or unwarranted safety, noise or traffic hazard.
- For events that will result in a road closure and traffic diversion, a temporary traffic control plan has been prepared addressing the proposed detour routes to the extent such a plan is required and approved by the County.
- The manner of providing notice of permit conditions to businesses and residents who may be directly affected by the conduct of the event has been provided.
- The proposed event will not cause adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated.

*A permit will be denied or revoked* (after it is issued) if one or more of the to following exists:

- One or more of the criteria for approval, above, has not been met.
- The applicant has knowingly or deliberately made a false, misleading or fraudulent statement of a material fact in the application.

- The application does not contain all information requested.
- The applicant has failed to conduct a previously authorized major or minor special event or block party, in accordance with the law, including the terms of the special event permit, or has failed to reimburse the County for property damage caused by the event, unless the applicant demonstrates changes to the operation of the event have been made to ensure compliance with the law and special event permit requirements for the event under consideration.
- The event is prohibited by any local or state law, statute, rule, ordinance or regulation.
- The applicant fails to comply with or agree to a permit condition.
- The applicant fails to agree, as a condition of permit issuance that if the road, or portion thereof, is destroyed or damaged by reason of permittee's event and the damage or destruction is directly attributable to the permittee, the permittee will reimburse the County for the actual replacement or repair cost of the destroyed or damaged property.

**Step #6—Denial or Revocation of Permit**

If your application for a special event permit is denied or revoked, you may appeal this decision to the Office of the County Executive. The County Executive, or designee, will hear all appeals de novo and approve, disapprove or modify the decision of the Director.

If the event is a block party or minor or major special event then the appeal must be filed with the Clerk of the Board of Supervisors within five business days of the Department's decision and, subsequently, decided by the County Executive within one business day.

If the event involves expressive activity then an appeal must be filed with the Clerk of the Board of Supervisors within 24 hours of that decision and the County Executive, or designee, must decide the appeal within one business day. The County Executive's decision must be in writing and must be final except for judicial review.

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### **Step #7—Insurance**

In general, the applicant should procure and maintain in full force and effect during the term of the permit a policy of insurance in accordance with the County's Department of Risk Management requirements. The insurance must be reasonable and attainable to the applicant. Proof of insurance must be submitted to the County prior to issuance of the permit and must be maintained throughout the duration of the permit. If the County determines that a particular event which is no more than one day and does not present a substantial risk to the County then the County may waive the insurance requirements.

### **Step #8—Indemnification**

The applicant should also submit a hold harmless agreement in a form approved by the County agreeing to defend, indemnify and hold harmless the County against losses and liabilities incurred from the conduct of the permittee or its officers, employees or agents.

### **Step #9—Clean Up**

After the event is completed, clean up and proper dispose of garbage and trash from the event location is required within seventy-two hours of the end of the event.

### **Step #10—Non Transferability**

The permit is not transferable. A special event permit is required for each and every separate special event and a permit issued for one event may not be used for a separate event.

*Thank you for joining the Roads and Airports Department to better serve the traveling public and the residents and businesses located along the Santa Clara County Roads System.*