



SPECIAL EVENT PERMIT SUPPLEMENT

PLANNING SERVICES DIVISION

CARNIVAL, CIRCUS, CHRISTMAS TREE LOT, PUMPKIN PATCH & FIREWORKS STAND

The following minimum information and materials are required for the processing of carnivals, circuses, Christmas tree lots, pumpkin patches and fireworks stands. A completed [Special Event Permit form](#) is also required. All plans and materials must be **folded** and be able to fit in a standard 8 ½ x 11 inch folder. Plans need to be clear, drawn to scale and have one of the following minimum dimensions: 8.5" x 11", 8.5" x 14" or 11" x 17". Submittal requirements are as follows depending on the type of request:

If you have obtained this application through our website, please contact a planner at 714-765-5139 to confirm applicability of the submittal items.

CARNIVALS AND CIRCUSES

- 1. Fee - Please refer to the [Planning & Zoning Fee Schedule](#).
- 2. Submit one copy of a scaled site plan which addresses the following:
 - Parking areas with total number of parking spaces provided and vehicular circulation;
 - Location of handicap parking stalls. Carnivals and circuses may not be on handicap stalls;
 - Location of games, booths and recreational or mechanical amusement rides including a description;
 - Site dimensions and names of the adjacent streets and highways;
 - Any existing buildings or other large structures on the site, including the square footage and main entrances of such buildings and structures;
 - Proposed lighting and height of lights;
 - Any adjacent residential zoning or land uses, including any residential zoning or land uses on the opposite side of any street, highway and alley, to determine whether any occupied single-family or multiple-family dwellings (such as apartments, condominiums, houses or townhouses) are located within three hundred (300) feet of the proposed project site;

OFFICE USE ONLY – TO BE COMPLETED BY PLANNER

Initial Contact: _____ Intake Plnr: _____ Assigned Plnr: _____

Case Number(s): _____

Date Submitted: _____ Filing Deadline: _____ Decision Due: _____

SPECIAL EVENT PERMIT SUBMITTAL CHECKLIST

- Location of "No Smoking" signs;
- Emergency lighting; and
- Surface material of carnival/circus and parking area.
- 3. Parking plan if off-site parking spaces are proposed.
- 4. Indicate compliance with Fire Department specifications for [Carnivals, Fairs and Outdoor Assemblies](#).
- 5. If a tent is proposed that is over 400 square feet, indicate compliance with Fire Department specifications for [Tents and Canopies](#).
- 6. Liability Insurance. A policy of insurance issued by a company licensed to do business in California evidencing comprehensive public liability insurance with a minimum of one million dollars combined single limit per occurrence.
- 7. Property owner authorization to conduct event.
- 8. USB or CD: 1 copy - must contain PDF or JPEG format digital copies of all submitted plans, photographs and photograph of the colors and applications in minimum 300 D.P.I. (dots per square inch) format. Plans shall be provided in full size.

APPLICANT (CARNIVAL OWNER) INFORMATION:

Applicant Name:		Company Name:	
Alias or Maiden Name:			
Bus. Phone No.:	Home Phone No.:	E-mail Address:	
Address:		City:	Zip Code:
Place of Birth		Date of Birth:	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Driver's License No.:	State	Social Security No.:	
Name of Person in Charge of Carnival/Circus:			
Number of game booths:			
List the last three carnival/circus locations played and the dates:	1.	____/____/____	
	2.	____/____/____	
	3.	____/____/____	

I hereby certify under the penalty of perjury that the information given is true and correct. I understand that providing false information or withholding information, including any criminal record, is grounds for denial or revocation of my permit and may subject me to criminal prosecution. I do hereby authorize the City of Anaheim, its agents and employees to seek verification of the information contained on this application.

Signature

Date

Print Name and Title

CHRISTMAS TREE LOT AND PUMPKIN PATCHES

- 1. Fee - Please refer to the [Planning & Zoning Fee Schedule](#).
- 2. Submit one copy of a scaled site plan which addresses the following:
 - Parking areas with number of parking stalls provided. Indicate the type of surface the vehicles will be parked on;
 - Location of banner or sign (one permitted);
 - Location of any temporary sanitary facilities; and
 - Location of any proposed temporary structures.
- 3. If a tent is proposed that is over 400 square feet, indicate compliance with Fire Department specifications for [Tents and Canopies](#).
- 4. Property owner authorization to conduct event.
- 5. Original insurance.
- 6. City of Anaheim Business License Tax Input Form obtained by the [Business License Division](#).
- 7. California Seller's Permit obtained by the State Board of Equalization.
- 8. USB or CD: 1 copy - must contain PDF or JPEG format digital copies of all submitted plans, photographs and photograph of the colors and applications in minimum 300 D.P.I. (dots per square inch) format. Plans shall be provided in full size.

FIREWORKS STANDS

- 1. Fee - Please refer to the [Planning & Zoning Fee Schedule](#).
- 2. Submit one copy of a scaled site plan in conformance with location requirements in [Minimum Requirements for Fireworks Stands](#) Handout.
- 3. Property owner authorization to conduct event.
- 4. Signed acknowledgement of operational and stand requirements on [Minimum Requirements for Fireworks Stands](#) Handout.
- 5. Tents and Canopies Permit obtained by the Fire Department if a tent is proposed that is over 400 square feet.
- 6. Operational Permit for Explosives obtained by the Fire Department.
- 7. Building Permit obtained by the Building Department for booths that have electrical service and/or generators.
- 8. California Seller's Permit obtained by the State Board of Equalization and City of Anaheim Business License Tax Input Form obtained by the [Business License Division](#).

APPENDIX A

REQUIREMENTS FOR SITE AND FLOOR PLANS

1. North arrow (orientation of project site should show true north pointing up), scale of drawing (EXAMPLE: 1/4 inch = 1 foot), title block and date of preparation.
2. Name, address, telephone number, and license/registration number of engineer, surveyor, or person responsible for preparation of the plan
3. Name, address and telephone number of applicant.
4. Vicinity map and address of project site and associated buildings.
5. Location of all property lines and easements, including type and dimension.
6. Table summary of acreage, gross square footage, number of units (if applicable), type of construction, allowable floor area versus provided floor area, occupancies and parking spaces required and provided. Only required for new construction.
7. Parking tabulation/analysis that includes the following:
 - a. Tenant addresses and/or unit identification of all units on the property.
 - b. Tenant use and square footage (area) of each tenant space of all units on the property.
 - c. Parking spaces provided and required.
 - d. Existing and proposed handicap spaces and path of travel for accessibility.
8. Dimensions including:
 - a. Required building setback lines.
 - b. Distance between all buildings.
 - c. Distance from structures to property lines.
 - d. Distance to nearest street intersection centerline including names and widths of all adjacent streets
9. Location and use of all existing and proposed structures, landscape areas (include total area of square footages for existing and proposed), parking spaces (total number and dimensions), fences, lighting, trash enclosures, outdoor dining areas, service areas, utility/emergency vehicle access and turn-around areas, passenger drop-off and bus lay-by areas, freestanding signs, etc.).
10. Access and circulation for pedestrians and vehicles, including service areas and location and width of existing driveways on adjacent properties and across street. Show truck and vehicle turning templates as appropriate.