



City of Kerman

Temporary Conditional Use Permit Information Packet & Application

Introduction (Interim Requirements)

Temporary Conditional Use Permit applications for special events must be received by the City of Kerman no later than sixty (60) days prior to the actual date of your event.

In general, any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks, streets or private property in a manner that varies from its current land use, requires a permit. The City of Kerman Municipal Code, Chapter 17, provides the framework for and guidance for the issuance of Temporary Conditional Use Permits for Special Events.

Temporary Conditional Use Permit Application and required documentation must be submitted to:

**City of Kerman
Planning & Development Services
942 S. Madera Avenue
Kerman, CA 93630
Office: (559) 846-9386
Fax: (559) 846-6199**

Permit Process

The permit application process begins when you submit to the City of Kerman a completed Temporary Conditions Use Permit Application and required attachments, including a detailed site map/diagram of your event. ***Please note that acceptance of a completed application does not guarantee approval of an event.***

Upon submittal of your application, copies of the application are forwarded and reviewed by various departments within the City of Kerman including any affected outside public agencies. As part the approval process you may be required to provide additional information and/or documents (i.e., certificate of insurance, secondary permits, etc.). A document listing conditions for the event will be prepared by the Planning Department. The Temporary Conditional Use Permit will not be issued until the required conditions (where applicable) are satisfied. Delays in providing information and/or documentation will delay the approval process.

General Information

The City of Kerman will request information about your event, including, but not limited to, event name, date and time, purpose, location, application/sponsoring organization, contact information, anticipated attendance, etc. The city will also require specific information to be included with a completed application, such as:

- **Organization Status** – Is the event sponsor a commercial entity or tax exempt/nonprofit status. All entities or organizations without IRS 501(c) valid exemption status are considered to be commercial in nature. If the organization is a bona fide tax exempt nonprofit organization, a copy of the IRS 501(c) tax exemption letter certifying your current tax exempt, nonprofit status is required.
- **Business License** – The event sponsor and all vendors participating in your event must obtain a current business license with the City of Kerman Finance Department, 942 S. Madera Avenue, Kerman, CA 93630.
- **Professional Event Planner** – if the services of a professional event planner will be used, a letter from the sponsoring organization authorizing the event planner to apply for the Temporary Conditional Use Permit must be attached to the completed application.
- **Site Map/Diagram** – To ensure appropriate review of your event, a detailed site map/diagram of the event must be attached to your completed application. The site map/diagram must be produced in a clear and legible manner (computer assisted drawings or blueprints preferred). Site maps/diagrams shall be submitted in a 8 1/2” x 11” or 8 1/2 x 14” standard format. Minimum of (12) copies should be included with your application.

Event Details

You will be required to provide the City with detailed information about the event and assist staff in understanding the overall scope, scale and elements of the event. This information is designed to ensure that you are aware of the many different elements (i.e., public health, safety, etc.) that must be considered when planning an event.

A. Notification of Event

You may be required to notify surrounding residents, businesses, organizations, etc. that may be impacted by your event. As a condition of the event, you may be required to provide a copy of the notice and list of recipients contacted.

B. Site Plan/Diagram

Your event site plan/diagram should be legible (preferably in blueprint or CAD form) and include, but not limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum 20' emergency access lanes throughout the event venue.
- The location of first aide facilities and ambulances (if required).
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer garden(s), cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking areas configuration including booth identification of all vendors cooking with flammable gases or barbeque grills.
- Generator locations and/or sources of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.

C. Building Permits

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the Planning Department may require the issuance of Building Permits. The Fire Department may also inspect such structures for fire safety.

D. Electrical Access

Depending upon the location of your event and your electrical needs, access to electricity through the City of Kerman may or may not be available. Electrical access arranged through the City is limited to specific locations. This may necessitate the use of generators or other sources of electricity for your event.

If electricity is available through the City of Kerman you will be notified. You will be required to request electricity through the Public Works Department at least two weeks prior to your event. Note: A licensed electrician must be used for all electrical work associated with the event.

E. Street Closures

An encroachment permit is required for any street closures proposed for the event. If an encroachment permit is required for this event, it will be prepared by the City of Kerman Public Works Department based upon the information provided in the completed Temporary Conditional Use Application.

If f your event involves street closures, you will be require to obtain traffic safety equipment for the safe closure of your venue to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event.

F. Food Concessions and/or Preparation

Guidelines for food facilities are provided by the County of Fresno Health Department. These guidelines should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner.

Health permits, policies, procedures and fees for Fresno County depend on your classification and the number of days your event is being held. For your convenience the following contact information is provided:

Fresno County
Department of Public Health
1221 Fulton Mall
P.O. Box 11867
Fresno, CA 93775
(559) 445-3249
<http://www.fresnohumanservices.org/communityhealth/>

Note: If your event requires a permit from Fresno County, you may be required to provide a copy of the permit as a condition to receiving your Temporary Conditional Use Permit.

G. Alcohol

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). ABC requires a “Letter of Authorization” from the City of Kerman Police Department, and the property owner before they will issue a license.

In many areas of the City, the public consumption of alcohol is illegal. The Temporary Conditional Use Permit you receive from the City of Kerman will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden area. If your event includes the use of alcohol on City property, Liquor Liability Coverage must be included on your certificate of insurance. For your convenience, the following contact information is provided:

Department of Alcohol Beverage Control
Fresno Division
3640 E. Ashlan Avenue
Fresno, CA 93726
(559) 225-6334

Note: If your event requires a permit from ABC, you may be required to provide a copy of the permit as a condition of receiving your Temporary Conditional Use Permit.

H. Portable/Toilet Facilities

Portable toilet facilities may be required for your event. Fresno County Department of Public Health recommends 4 toilets for the first 300 guests, then 1 additional toilet for each additional 200 guests. Hand washing stations (includes water, soap and disposable towels; waste water and towel disposal) may also be required. This figure is based upon the maximum number of people anticipated at your event during peak time.

I. Sanitation/Recycling

You must properly dispose of waste and garbage through the term of the event and immediately upon conclusion of your event. The area must be returned to a clean condition. Failure to perform adequate clean-up may include the denial of future approval for a Temporary Conditional Use Permit, charges at full cost of recovery for clean-up and/or a cash deposit or surety bond for future events.

Depending on the size and scope of the event, dumpsters may be required. Recycling containers for aluminum cans, cardboard and glass are required for all events. Contact the Public Works Department for more information at (559) 846-9343.

J. Disposal of Wastewater and Other Liquids

Provide a plan for the disposal of all wastewater and other liquids to keep them from entering the City's storm drains.

K. Parking/Mitigation of Impact

The size and scope of the event will potentially impact the area surrounding it as well as the businesses, residents and those attending caused by event noise, lighting, street closure, traffic, and parking. Please consider the following when planning your event:

- Parking and/or shuttle plans.
- Interference with access to residential neighborhoods, businesses, places of worship and public facilities.
- Impact on emergency vehicles (fire, police, paramedic, ambulance, etc.)
- Conflict with public transportation such as buses and trains.

Note: You will be required to provide a description or diagram indicating your parking and/or shuttle plan for the general public.

L. First Aid

Large events or events deemed appropriate due to their element of risk may require a First Aid Station staffed with primary emergency personnel defined as – registered nurses, EMT or paramedic certified. Emergency personnel shall provide all appropriate first aid equipment and have it accessible on-site at the first aid station.

M. Safety and Security

As an event organizer, you are required to provide a safe and secure environment for your event. This accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as, the overall activities will be evaluated by the City of Kerman Police Department. Based on this information, the Police Department will determine the minimum number of licensed private security guards and police officers required to adequately staff your event. Guards must be licensed and bonded through the State of California and possess all relevant guard cards and identification.

N. Noise Levels

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State Law. A police officer who determines that noise from your event is offensive to others may require you to stop the noise. In addition, the police may order musical entertainment to end if it incites a crowd to become unruly and risks injury.

O. Banners

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of Kerman. In certain areas and under certain conditions these items are prohibited.

P. Accessibility for the Disabled

Depending on the size and nature of the event, you may be required to provide adequate access to disabled persons. Disabled access may include parking, restrooms and telephones; clear paths of travel; accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered, and used by persons with disabilities. It is the applicant’s responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

All indoor and outdoor sites for special events must be accessible to person with disabilities. If a portion of there are is inaccessible, an alternate area must be provided with the same activities that are in the accessible areas.

Q. Insurance Requirements

Insurance requirements depend upon the risk level of the event. If your event will include alcohol, Liquor Liability coverage must be included on your certificate of insurance. Before final permit approval, you will need a Certificate of Insurance and ad additional insured endorsement. Commercial General Liability Policy shall be a broad form, with a minimum \$1,000,000 per occurrence and name the City of Kerman as additional insured. Applicant shall furnish original Certificates of Insurance and separate attached additional insured endorsements signed by a person authorized to bind coverage on its behalf.

R. Indemnification

The applicant is required to sign a Hold Harmless and Indemnification Agreement as part of the Temporary Conditional Use Permit.

S. Marketing and Event Promotion

Please ensure that you have conditional and/or approval of your event before you begin to promote/market or advertise the event. Conditional approval may be made after you have received in writing from the Planning Department a conditional approval. *Acceptance of your application by the city is not a guarantee of the date, location or an automatic approval of your event.*

T. Affidavit of Applicant

The Temporary Conditional Use Permit must be complete, signed, dated and submitted along with all required attachments to:

City of Kerman
Planning & Development Services
942 S. Kerman Avenue
Kerman, CA 93630

Questions should be referred to the Planning Department at (559) 846-9386.

Temporary Conditional Use Permit Application

1. General Information

Event Name: _____

Event Location: _____

- Type of Event:
- | | |
|---|--|
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Exposition |
| <input type="checkbox"/> Amusement Rides | <input type="checkbox"/> Festival/Celebration |
| <input type="checkbox"/> Sale of Christmas Trees | <input type="checkbox"/> Farmer/Outdoor Market |
| <input type="checkbox"/> Temporary Outdoor Sales | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Concert/Live Performance | <input type="checkbox"/> other (Please describe below) |

Other:

Anticipated Attendance: Total: _____ Per Day _____

Date and Time of Event:

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____

2. Applicant Information

Applicant/Host Organization: _____

Name of Contact: _____

Address: Street _____
 City _____ State _____ Zip _____

Telephone Day _____ Cellular _____ Fax _____

Email Address: _____

Contact Person "On Site" Day of Event

Name: _____ Cell #: _____

3. Organization Status

	Yes	No
Is the Applicant a commercial entity?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Applicant a bona fide tax exempt, nonprofit entity? If yes, please attach proof of organization's nonprofit status	<input type="checkbox"/>	<input type="checkbox"/>
Are patron admission, entry or participant fees required? If yes, please provide the amounts: _____	<input type="checkbox"/>	<input type="checkbox"/>
Are vendors or other fees required? If yes, please provide amounts: _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the Applicant using a professional event planner? If yes, please submit a Letter of Authorization that includes the name of the company, contact person, address and telephone number.	<input type="checkbox"/>	<input type="checkbox"/>
Does the event involve road closure or public property closure? If yes, please provide closure hours and dates: Date _____ Also, please list the name of the street(s)/property requiring closure:	<input type="checkbox"/>	<input type="checkbox"/>
	Hours _____	

Estimated gross receipts including ticket, entry, vendor product and sponsorship sales from this event: \$ _____

4. Site Plan/Diagram

Please provide a detailed site plan/diagram showing the overall event layout including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a parade/moving route, please indicate the direction of travel on the site plan/diagram map and provide a written narrative to explain the route.

Using the letters below (and where applicable), please indicate locations for each of the following on site plan/diagram.

- A. Event headquarters/Command Post
- B. First aid station
- C. Lost child station
- D. Fencing, barriers and/or barricades
- E. Generator locations and/or electricity sources
- F. Booths, tents, canopies, exhibits, displays, enclosures
- G. Stages, platforms, scaffolding, bleachers, grandstands or related structures
- H. Ride and amusements (games)
- I. Vehicle and/or trailers
- J. Trash containers/dumpsters/recycle
- K. Food concession and/or food preparation areas
- L. Vehicle parking, include handicap
- M. Portable toilet locations
- N. Other related event components not listed above

5. Narrative

Please provide a narrative of your event. You may provide this information as an attachment if necessary.

6. Security Plan

Have you hired a licensed professional security company to develop and manage your event’s security plan? Yes No If yes, you are required to provide a copy of the security company’s valid Private Patrol Operator’s License issued by the State of California.

Security Organization: _____
Address Street _____
City _____ State _____ Zip _____
Telephone Day _____ Cell # _____

Private Patrol Operator’s License #: _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

7. Medical Plan

Have you hired a licensed professional emergency medical services provider to develop and manage your event’s medical plan? Yes No If yes, please list provider below:

Medical Service Provider: _____
Address Street _____
City _____ State _____ Zip _____
Telephone Day _____ Cell # _____

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include the hours of setup and dismantle of medial aid areas. You may attach the plan to this application if necessary.

8. Parking and Shuttle Plan

Will your event have on-site parking, off-site parking or a combination of both?

If off-site parking will be provided, please describe the location of such off-site parking as well as a description of how attendees will access your event (i.e., shuttle).

9. Entertainment and Related Activities

Are there any musical entertainment related to your event? Yes No

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of stages _____

Number of Performers/Bands _____

Will sound checks be conducted prior to the event? Yes No

If yes, start time _____ Finish time _____

Will sound amplification be used? Yes No

If yes, start time _____ Finish time _____

Does your event include the use of fireworks or other pyrotechnics? Yes No

If yes, please describe _____

Will your event include the use of signs/banners or special lighting? Yes No

If yes, please describe _____

10. Food Concessions or Preparation

Will food be sold at this event? Yes No
If yes, a Fresno County Health permit may be required. Please describe how food will be served at the event _____

Will food be cooked in the event area? Yes No
If yes, specify method:

- Propane
- Electric
- Charcoal
- Other (specify) _____

Please describe your method of disposing of hot coals and or used cooking oil. Please be specific. _____

11. Vendor/Concessionaires List (Attachment)

The City of Kerman requires each vendor to have a business license to sell within the City of Kerman. If a vendor does not have a business license, please contact the City of Kerman Finance Department at (559) 846-9384 for an application.

For each vendor/concessionaire, please provide a list including the information requested on the next page.

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

Vendor Name: _____	Vendor Name: _____
Address: _____	Address: _____
Phone/Cell #: _____	Phone/Cell #: _____
Business License #: _____	Business License #: _____
Type of Merchandise: _____	Type of Merchandise: _____

12. Alcohol

Does your event involve the use of alcoholic beverages? Yes No

If yes, please check all that apply:

- Free/host alcohol
- Alcohol Sale
- Host and Sale of Alcohol
- Beer
- Wine
- Beer and Wine
- Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. _____

13. Portable Restrooms and/or Permanent Toilet Facilities

You are required to provide rest room facilities at your event, unless you can substantiate the availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Do you plan to provide portable rest room facilities at your event? Yes No

Total number of portable toilets: _____
(City of Kerman recommends: 4 portable toilets for the first 300 guests, then 1 additional for each additional 200 guests. Hand washing stations are also recommended).

Number of ADA accessible portable Toilets: _____
(City of Kerman recommends: Minimum of 1 or 10% of overall total number of portable toilets. If your event only one (1) portable toilet, the toilet should be an ADA-accessible toilet as it will accommodate all users.)

Note: Portable toilets must be cleaned and sanitized daily during the event and must be removed by 9:00 a.m. the next business day following the event. Location sites must be approved prior to installation. The number of portable toilets require for an event (f any) will be evaluated on a case-by-case basis. The determination will be based upon the maximum number of guests at your event during peak time.

Company Providing Portable Toilets _____

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Cell# _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Recycling – Removal of Garbage and Wastewater

Number of trash receptacles: _____

Number of recycling containers: _____

Number of dumpsters with lids: _____ (recommended 1 per 400 people)

Describe your plan for clean up and removal of waste, wastewater and garbage during and after the event. _____

Note: It is the event organizer’s responsibility to dispose of waste and garbage daily throughout the term of the event. Immediately upon conclusion of the event, the venue must be returned to a clean condition.

14. Notification

Have you meet with residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? Yes No If yes, please attach a complete list of these entities.

Do you have a sample of the notice that you propose to distribute two weeks prior to your event? Yes No If yes, please attach.

Describe our plan to notify the surrounding residents, businesses, churches, etc. that may be impacted by this event. _____

Note: You may be required to provide a list of those contacted

15. Lighting

If this is an evening event, please state how the event and surrounding areas will be illuminated to ensure the safety of the participants and spectators. _____

16. Accessibility Plan

Depending on the size and nature of the event, you may be required to provide adequate access to disabled persons. Disabled access may include parking, restrooms and telephones; clear paths of travel; accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered, and used by persons with disabilities. It is the applicant’s responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to the event. The following checklist is intended to serve as a guideline for meeting the required access requirements.

Yes No

 Will there be a clear path of travel throughout your event venue? Please describe _____

 Have you developed a disabled parking and/or transportation plan (including the use of public transportation or shuttle services) for your event? Please describe _____

 Will a minimum of 10% of portable rest rooms at your event be accessible? Please describe _____

 Will all food, beverage and vending areas be accessible? Please describe _____

 If all areas of your event cannot be made accessible will maps or program be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations? Please describe _____

17. Insurance/Indemnification Requirements

Insurance required – General Liability, Automobile Liability, Workers Compensation/Employer’s Liability, comprehensive form, including liquor liability (where applicable). \$1,000,000 per occurrence, naming the City of Kerman as additional insured. Sponsor shall furnish original Certificates of Insurance and separate attached additional insured endorsements (affecting coverage required by the change) signed by a person authorized to bind overage on its behalf.

18. Hold Harmless and Indemnification Agreement (required)

The Applicant/Permittee shall defend, indemnify, and hold harmless the City of Kerman, their officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

19. Affidavit of Applicant

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Temporary Conditional Use Permit under the City of Kerman Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager’s designee. Applicant agrees to comply with all other requirements of the City, County, State, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the sponsoring organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Kerman.

Signature of Applicant/Representative: _____

Date: _____

Print Name: _____

Application Checklist

The following information (where applicable) shall be provided with your application. Some of the items may be provided as the application is under review and must be submitted before final approval.

- Payment of application fee of ~~\$537~~ \$180
- Sign and date application
- Attach site plant/diagram of event
- Provide copy of your business license
- Provide copy of Certificate of Insurance/Additional Insured Endorsement
- Provide a copy of security company contract
- Provide a copy of Security Company's Private Patrol Operator's License
- Copy of Alcohol Beverage Control permit
- Provide proof of Liquor Liability Insurance
- Attach copy of County Health permits