



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 thirty (30) 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 17.12.110, 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
850 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 (TCUP) 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 TCUP will not be issued until the required conditions 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. ***Security firms used for the event must be selected from the city approved list.*** For a copy of the approved list please contact the Kerman Police Department at (559) 846-6633.

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.



City of Kerman

Temporary Use Permit Application

Fee: \$180.00

Planning & Development Services Department
850 S. Madera Avenue, Kerman, CA 93630
Office: (559) 846-9386/Fax: (559) 846-9348

Type of Temporary Use Permit Requested

Note: The following temporary uses shall be subject to review and approval or conditional approval by the Planning & Development Services Director pursuant to Section 17.12.110 of the Kerman Municipal Code.

- | | |
|--|---|
| <input type="checkbox"/> Christmas Tree Sales | <input type="checkbox"/> Temporary Signs |
| <input type="checkbox"/> Temporary Sales Office | <input type="checkbox"/> Temporary Outdoor Sales |
| <input type="checkbox"/> Temporary Construction Trailer | <input type="checkbox"/> Temporary Mobile Office (6 months or less) |
| <input type="checkbox"/> Promotional Displays/Activities | <input type="checkbox"/> Religious/Patriotic/Historical Event |
| <input type="checkbox"/> Other: Describe: _____ | <input type="checkbox"/> |

Please provide a plot plan and other graphics necessary to indicate the location of all proposed events, the layout of fixtures or tables, location and size of any tents or canopies and the location and size of any signs, pennants, banners or streamers used.

Temporary Use Permit

Applicant: _____

Contact Person: _____

Address: _____

Telephone: _____
Email: _____

Event Location: _____

Date(s) of Event/Use: _____ Hours of Operation _____

Type of Sign(s): _____

Description of Event: _____

Applicant (other than property owner): I/We hereby release, absolve, indemnify, hold harmless and waive any and all claims against the City of Kerman in any matter and/or circumstances arising from said temporary use.

Date: _____

Signature of Applicant: _____

Date: _____

Signature of Applicant: _____

Property Owner's Consent I/We the owners of the above listed property hereby acknowledge and grant permission for the above listed applicant(s) to conduct said temporary use as requested.

Date: _____ Name(Print): _____ Signature of _____

Date: _____ Name(Print): _____ Signature of _____

For Office Use Only

Type of Temporary Use: _____

Other Department's Review: Fire: _____ Building _____ Police _____

PW: _____ Caltrans _____ Other _____

Business License:(issued # _____) Fees Paid: _____ Date: _____

_____ Disapproved (Date) _____ Approved subject to conditions (see attached)

Additional Comments: _____

Staff: _____, Title; _____ Date: _____

Supplemental Information

SITE PLAN: *(Required for Site Plan Reviews and Conditional Use Permits).*

Items required:

- Fully completed City of Kerman Temporary Use Permit Application;
- Filing fee as listed in the Planning Fee Schedule; \$180.00
- A Notarized Letter of Agency signed by the current property owner if not the same as the applicant;
- Six (6) copies of the site plan on standard sheet size of 11" x 17". All maps must be folded to a size no greater than 8½" x 11".
- Digital copy of the site plan, floor plans, and exterior elevations in PDF or JPG format;
- Six (6) copies of the floor plans of all proposed buildings minimum (11 x 17);
- Six (6) copies of all exterior elevations for all buildings; minimum (11 x 17)

All plans or exhibits to be filed shall be drawn and dimensioned to a reasonable scale in a legible fashion on a recommended standard sheet size of 18" x 24" or 24" x 36", (or minimum of 11 x 17) and folded to an approximate size of 8" x 14".

(DRAWINGS MUST BE FOLDED)

1. The site plan is a drawing showing the layout of your project and must show the following information:
 - a. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced.
 - b. Site Location and Dimensions. Lot dimension of each parcel, lot numbers (if applicable), "north arrow", assessor's parcel number, and street address (if assigned).
 - c. Buildings and Structures. Show the location and dimensions, elevations, size, height and identify proposed use(s), such as dwelling unit, carports, or garages. Include elevations of the proposed buildings and structures on all sides, including notes on exterior finish materials.
 - d. Equipment Screening. Show on the exterior elevations the locations and size of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment.
 - e. Yards, walkways, spaces between buildings, paved and landscaped areas.
 - f. Addressing. Show location of address identification number on the building(s);
 - g. Walls and Fences. Show location, height and materials.

- h. Off-Street Parking. Show location, dimension, number of spaces (indicate regular, compact & ADA spaces).
- i. Access and Circulation. Show pedestrian/vehicular access, and service points of ingress and egress, and internal circulation.
- j. Loading and refuse area(s). Show location and dimension of on-site loading and refuse area(s), include type of screening proposed for loading, refuse and recycling areas.
- k. Signs. Show location, size, face area, height, and type of illumination of existing and proposed signs. Show dimension to the top of the sign.