



## SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

### A. GENERAL APPLICATION INFORMATION:

1. Applications for a Special Use Permit or renewal of a Special Use Permit shall be submitted a minimum of **14 business days** prior to the event.
2. Applications for a Special Use Permit or renewal of a Special Use Permit involving the following activities shall be submitted **21 days business days** prior to the event.
  - **The presence of Police or Fire personnel at the applicant's request or as determined by the Police or Fire Departments.**
  - **Circuses and Carnivals (Fire Department Stand-by is mandatory and deposit is required)**
  - **Road Closures (see attached road closure forms).**
  - **Events involving the assembly of more than 500 people.**
  - **Events involving the service of alcohol.**

*Failure to submit the application in advance as described above may result in significant changes to your event or your event being delayed in order to allow for sufficient processing time by all city departments and outside regulatory agencies, i.e. Alcohol Beverage Control.*

### B. ITEMS REQUIRED FOR FILING OF SPECIAL USE PERMIT RENEWALS:

- 1. Processing fee of \$140.00.
- 2. One copy of the approved site plan.
- 3. One copy of approved special use permit and conditions of approval.
- 4. Letter from applicant describing the event, date and time and acknowledgement that there are no changes from the originally approved permit.

### C. ITEMS REQUIRED FOR FILING OF SPECIAL USE PERMIT:

- 1. Completed Application Form.
- 2. Community Development Department processing fee of \$670.00. Permit fees from other departments may be applicable. The applicant will be notified of this prior to the hearing. All fees are payable prior to the BZA hearing. **(Non-profit organizations are exempt from fees upon submission of satisfactory evidence to the City's Finance Department for non-profit status).**
- 3. Eight (8) copies of folded site plan drawn to scale (and folded to a maximum size of 8-1/2x14") showing layout of proposed activity. The site plan must include the following information (see attached sample).
  - a. A vicinity map
  - b. A full plot plan of the site including all property lines
  - c. All permanent structures existing on the site
  - d. Number and location of vacant lease spaces if in a commercial center
  - e. Number of parking spaces on site and, if applicable, number to be occupied by this event
  - f. All temporary structures including tents, proposed for the event, their dimensions, and distance to property lines
  - g. A clear outline or indication of the area of the event and distance from existing structures
  - h. All temporary, plumbing, electrical or sewer hook-ups
  - i. Access into the site (location and width of each driveway)
  - j. All locations of signs, banners, balloons, flags and other such devices for this event
  - k. Location of any lights for the project
  - l. Location of any facilities to be located in public walks, parkways or streets

- 4. Proof of ownership (i.e. latest Grant Deed).
- 5. Letter of authorization from the property owner if different than applicant.
- 6. Written consent of all occupants at this site, and all property owners, lessees or occupants abutting the subject property if this application includes the use of temporary structures or trailers per CMC Section 17.98.030(A.2c).
- 7. Copy of valid Business License.
- 8. A letter signed and dated by the applicant explaining how the request meets all four (4) of the following conditions necessary to granting a Special Use Permit per Section 17.98.030 of the City's Code:
  - a. That the use applied for at the location set forth in the application is properly one for which a special use permit is authorized by this title;
  - b. That the use is necessary or desirable for the development of the community, is in harmony with the various elements or objectives of the general plan, and is not detrimental to existing uses specifically permitted in the zone in which the proposed use is to be located;
  - c. That the site for the intended use is adequate in size and shape to accommodate said use and all of the yards, setbacks and walls or fences, landscaping and other features required in order to adjust said use to those existing or permitted future uses on land in the neighborhood; and
  - d. That the site for the proposed use relates properly to streets and highways which are designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use.
- 9. If the event is to take place in the public right-of-way or on City owned property, a liability policy endorsement in an amount acceptable to the City of Corona listing the City of Corona as additional insured must accompany application materials. If the event is to take place on private property, evidence of liability insurance in an amount acceptable to the City of Corona must be submitted with application materials.

**D. NOTICE TO APPLICANTS:**

- 1. This application is acted on by the Board of Zoning Adjustment per Corona Municipal Code Chapter 17.98.
- 2. It is recommended that applicant, representative or property owner should be present at all hearings.
- 3. **PLEASE SUBMIT THE APPLICATION PACKAGE TO THE COMMUNITY DEVELOPMENT DEPARTMENT NO LESS THAN FOURTEEN (14) DAYS PRIOR TO THE EVENT (21) DAYS IF EVENT REQUIRES ADDITIONAL REVIEW AS DESCRIBED IN SECTION A OF THIS APPLICATION.**
- 4. Minutes of the meeting will be mailed to the property applicant only.
- 5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.

**E. ATTACHMENTS:**

- 1. CMC Chapter 17.98.
- 2. Fire Department requirements.
- 3. Police Department Questionnaire (MUST BE RETURNED DIRECTLY TO TRAFFIC SUPERVISOR AT POLICE DEPARTMENT).
- 4. Encroachment Permit Application
- 5. Special use / Block Party / Road Closure Application

*Note: The preparation of food requires approval by the County Health Department through a process completely unrelated to this City process. That agency may have requirements that the City is not able to inform the applicant.*

## **FIRE DEPARTMENT REQUIREMENTS SPECIAL USE PERMIT APPLICATION**

1. Obtain Fire Department Permit as required by the California Fire Code, Section 105, for any proposed activities in conjunction with Special Use Permit, that involve use of the following:

Place of Assembly inclusive of carnivals, fairs and circus events: The gathering together of fifty (50) or more persons for such purposes as deliberation, education instruction, worship, entertainment, amusement, in drinking or dining establishments, or awaiting transportation. See California Fire Code, Chapter 8, 10 and 24 or and other Chapters as applicable.

Tent: To erect or operate a tent of air supported structure covering an area in excess of two hundred (200) square feet, unless such structures are used exclusively for camping. See California Fire Code, Chapter 25.

Fireworks: Any combustible or explosive composition, or any substance or combination of substances, or device prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation. See California Fire Code, Chapter 33.

2. Permits required for the activities listed above are to be obtained from the Fire Prevention Division at the Fire Department Administrative Office, prior to engaging in those activities, practices or functions.
3. To obtain the required permit, the following must be completed:
  - a. Submit a completed permit application form available at the Fire Department counter.
  - b. Submit a clearly dimensioned or scaled site plan showing proposed layout of area to be used for the Special Use Permit. Also indicate on the site plan all adjoining streets, drives, fire lanes, fire hydrants, buildings, temporary structures, booths, tents, rides, games, or other similar features. Show all permanent or temporary fences, walls, gates or barricades.
  - c. After the site plan is approved, proceed with the placement of features covered by the permit on the site.
  - d. Contact the Fire Prevention Division at 736-2220 a minimum of twenty-four (24) hours prior to start of use of any activity covered by the permit for inspection of site and permit issuance. Inspections should be scheduled early enough to provide adequate time to allow for any corrections that may be necessary.
4. Approval as a result of an inspection or permit issuance shall not be construed to be an approval of a violation of the California Fire Code or of any other Ordinance of the City of Corona.
5. Additional fire prevention and fire safety requirements may apply to activities that involve the use of open flame devices, cooking and heating, flammable or combustible liquids, flammable decorative materials or ground covers, or similar uses.

For further assistance or questions regarding proposed activities, please contact the Corona Fire Department at (951) 736-2220, Monday through Friday, 8:00 a.m. to 5:00 p.m. or visit our Administrative Office at 400 South Vicentia Avenue, Corona, California.

**CORONA POLICE DEPARTMENT  
SPECIAL EVENT PERMIT APPLICATION**

Applicant Name: (If organization, state name of organization)	
Applicant Address:	Phone:
Event Chairperson: (Contact Person for the police)	Res Phone:
EVENT	
TYPE: (Parade, rally, walk-a-thon, 10k run, car show, etc.)	
Purpose: (Fund raiser, public awareness, social gathering, etc.)	
Proposed Date:	Time:                      to (begin)                      (end)
Location: (Provide address or attach route if applicable)	
Approximate number of people working the event	
Approximate number of people participating in the event	
Estimated number of spectators	
Will the event occupy all or only a portion of any roadway?	
If yes, explain:	
Will members of your organization be monitoring the route of the event while it is in progress?	
If no, explain why:	
What signs, Placards & etc. if any, will you be posting:	
What bull horns, noise makers and etc. if any, will be used:	
Will the event be held entirely within the city limits of Corona?	

If no, explain what and how other city boundaries are affected:

What provisions have been made for restroom facilities?

What provisions have been made for first aid?

Will there be alcohol sold or present at the event?

**PARADE INFORMATION**

Provide the total numbers:

Persons:

Vehicles

Animals:

Please attach a copy of parade entrants.

The following should be detailed on the attached: Proposed parade route, Assembly area, Dispersal Area, Portion of roadway occupied during parade, Minimum and maximum speed and intervals between parade entries, and maximum length of parade.

**SPECIAL EVENT VENDING**

Please read the Special Event Permits information sheet before completing this section.

Are you going to license vending at your Special Event?

If yes, are you going to collect the administrative fee?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ENCROACHMENT PERMIT**  
(TEMPORARY BARRICADES FOR SPECIAL USE/STREET CLOSURE)

The undersigned is granted permission to place temporary barricades on \_\_\_\_\_.

**LOCATION:**

Said permission is granted, subject to the following conditions:

1. Said installation shall not interfere with any existing utility.
2. Maintenance, removal, or relocating of the above mentioned installation, shall be the sole responsibility of the Permittee, lessee, or the representative of the owner, or Lessee, or his successor in interest, at not expense to the City of Corona.
3. Permittee is to follow the requirements set in the Street Closure Application. Said barricades and signs shall be in place on:  
Time and Date: \_\_\_\_\_

Barricades and signs shall be removed by:

Time and Date: \_\_\_\_\_

4. Permittee hereby agrees to indemnify and hold harmless the City of Corona, as Indemnitee, its elective and appointive boards, officers, agents and employees, from any liability for damage or claims for damage for personal injury, including death, as well as, from claims for property damage which may arise from this permit, whether due to operations of Permittee, or by a subcontractor or subcontractors, or from Indemnitee's negligence. Permittee agrees to, and shall defend the City of Corona and its elective and appointive boards, officers, agents and employees, from any suits or actions at law, or inequity for damages caused, or alleged to have been caused by reason of the aforesaid operations.
5. The undersigned Permittee hereby accepts the foregoing encroachment permit upon the terms above set forth and agrees to all of the conditions and covenants on its part to be performed. It is understood and agreed that, in addition to the above conditions, all applicable conditions of the City of Corona are incorporated herein by reference as if set out in full. It is further agreed that if any part of this interferes with the future use of the street right-of-way by the general public, it must be removed, or relocated, as designated by the City, at the expense of the Permittee, or his successor interest.

APPLICANT NAME:

CITY OF CORONA

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
DATE

# SPECIAL USE/STREET CLOSURE BLOCK PARTY PERMIT

**DATE:** \_\_\_\_\_

**TO:** Street Division

**FROM:** Public Works Department

**SUBJECT:** SPECIAL USE/STREET CLOSURE  
BLOCK PARTY PERMIT

**Location:**

**Date and Time:**

Please make barricades available to the person indicated below, or a representative. These will be erected and taken down by the participants and returned to the City during normal business hours Monday through Thursday (7:30 am – 5:30 pm).

<b>RESPONSIBLE PERSON IN CHARGE:</b>
<b>ADDRESS:</b>
<b>TELEPHONE NO:</b>

**By:** \_\_\_\_\_

**Attachment: Map**

**C: Police Department  
Fire Department  
Traffic Division**

# SPECIAL USE/STREET CLOSURE BLOCK PARTY PERMIT

## Information & Instructions

1. Describe location of street &/or sidewalk that needs to be closed to accommodate SUP \_\_\_ - \_\_\_\_.

Example: Saint Edwards Church on Grand Blvd. N/O Sixth St.

2. Permit fee = Refer to the fee schedule for Current fee, payable at time of submittal of application/petition along with Current fee for an Encroachment Permit.

3. Barricades are to be picked up by responsible party, from the street division clerk at the City Yard located at 730 Corporation Yard Way, on the preceding business day before, between the hours of 7:30 AM to 5:30 PM, and returned the next business day after the event. Copy of receipt should be presented to the clerk at time of pickup. Street Division can be reached Monday through Thursday, at (951)736-2301.

***NOTE: DO NOT USE VEHICLES OF ANY TYPE TO BLOCK STREETS!***

4. If there are any questions, contact Public Works Department, Engineering Department, Engineering Division, at (951) 279-3524 for assistance.

Please attach a sketch of streets involved and corresponding addresses.

Use area below for vicinity map of proposed street closure.

Return map with SUP - and fee to Engineering Division for processing.