



County of Santa Clara Roads and Airports Department

Special Event Permit (SEP) Application – County ROW

VER010224

INSTRUCTIONS

This form is only for Special Events that will occur in the County Right of Way (ROW). Read through all required documentation before completing this form. This is a computer-fillable PDF form. Save the form, enter all requested information, then email the completed electronic form and all required attachments to permits@rda.sccgov.org.

For information about Special Events in the County Right of Way or attachments to be included with this application, refer to the Special Event Permit Guidelines and Information on the County ROW Special Event webpage: <https://countyroads.sccgov.org/special-event-permits>

1. EVENT INFORMATION

NAME OF EVENT
[Text Box]

DATE(S) OF EVENT
[Text Box]

START TIME END TIME NO. OF PEOPLE INVOLVED
[Text Box] [Text Box] [Text Box]

DESCRIPTION OF EVENT
[Text Box]

COUNTY ROADS AFFECTED
[Text Box]

TYPE OF EVENT Check One:

Major Special Event Block Party

Minor Special Event Expressive Activity

Descriptions of events may be found in the Special Event Permit Guidelines and Information in the Special Event webpage. Number of People Involved includes event staff, participants, and observers at each day of the event.

2. APPLICANT AND EVENT DAY CONTACT INFORMATION

ORGANIZATION ORGANIZATION/EVENT WEBPAGE
[Text Box] [Text Box]

PRE-EVENT CONTACT NAME PRE-EVENT CONTACT EMAIL PRE-EVENT CONTACT PHONE
[Text Box] [Text Box] [Text Box]

BILLING ADDRESS
[Text Box]

Is the Pre-Event Contact name/address same as Pre-Event Contact? YES NO

If not the same, enter Event-Day Contact information below.
The event day contact must be fully accessible for contact by the County inspector during the days and hours of the event.

EVENT DAY CONTACT NAME #1 EVENT DAY CONTACT EMAIL EVENT DAY CONTACT MOBILE PHONE
[Text Box] [Text Box] [Text Box]

3. ATTACHMENTS

Applicant must provide the following information in addition to this application. Submit separately as an attachment to this application. Meet the requirements in the Special Event Permit Guidelines to avoid rejection of the application.

- Check box for each item attached:
- Map of Event Site and Route Maps
 - Traffic Control Plan
 - Event Notice to Residents and Businesses
 - Indemnification Form
 - Block Party Neighborhood Signatures Form (for Block Party only)
 - Project Site BMP Form
- Check One: Insurance provided; or Insurance to be submitted prior to permit issuance

4. ADDITIONAL EVENT DETAILS

Check all that will be located within the County Road Right of Way

- Road/Street Full Closure
- Lane Closure
- Barricades
- Detours
- No Parking Signs
- Changeable Message Signs
- Temporary Pavement Markings
- Traffic Officers
- Professional Flaggers
- Volunteer Flaggers
- Registration Table
- Dumpster
- Large Tent/Canopy*
- Portable Toilets
- Stage*
- Amplified Sound
- Generator
- Animals
- Vendors
- Alcohol Sales*
- Food Sales*

If box is checked for an asterisked item, add statement below.

Refer to the Special Event Permit Guidelines and Information and County Ordinance regarding restrictions or additional permit requirements for events that include food sales, alcohol, and amplified sound.

Is this event in the San Antonio Valley? YES NO
If Yes, refer to County Ordinance B3-150 for additional restrictions and requirements.

PROVISIONS FOR FOOD OR ALCOHOL SALES *If applicable, explain provisions for sale of food and/or alcohol and obtaining permits for same.

PROVISIONS FOR STAGE OR LARGE TENT/CANOPY *If applicable, explain provisions for obtaining approval for a large tent/canopy or stage.

5. EVENT NOTIFICATION

Explain the manner of providing notice of permit conditions to those affected by the event.

EVENT NOTIFICATION STATEMENT

6. ACKNOWLEDGEMENTS

The following are understood, and event organizer, sponsors and participants agree and acknowledge the following:

1. The event sponsors and participants agree to the Indemnification Form as signed and submitted with this application.
2. A copy of the permit will be sent by the Roads and Airports Department to the Sheriff's office
3. Emergency vehicle access must be always provided.
4. If used, amplified sound and generators must be turned off before 10 PM.
5. Event sponsors are responsible to clean up the event area and dispose of all garbage, trash or debris within 72 hours after the event.
6. Barricades to close the road will be provided by the Roads and Airports Department with sufficient advance notice and availability. Permittee is required to pick-up and return the barricades. Instructions regarding when and where to pick-up barricades will be included in the permit.
7. If food is sold, event sponsors will contact the County Department of Environmental Health to obtain a temporary event permit.
8. If alcohol is sold, event sponsors will contact State of California Department of Alcoholic Beverage Control (ABC) to obtain an ABC special event permit.
9. If a stage or large tent/canopy will be set up, event sponsors will contact the County Planning Department to determine if a permit is required. Tents/canopies 400 square feet or greater in floor area require a permit from the County Fire Marshal's Office.

7. AUTHORIZATION

The undersigned represents someone who has been given the right to approve and submit documents on behalf of the event organization. By electronically submitting this application, it is understood the applicant will meet all conditions and requirements as stated in the Special Event Permit Guidelines and Information and per County Ordinance.

NAME OF AUTHORIZED APPLICANT _____ DATE FORM SUBMITTED _____

TITLE _____