



County of Santa Clara

Roads and Airports Department

Application Checklist and Fees

VER010224

Please read all information in the Special Event Permit Guidelines and Information document, including information required in the forms to be submitted. Should you have any questions, please feel free to contact the Roads and Airports - Land Development and Permits unit, as follows:

Email: permits@rda.sccgov.org
 Office Phone: 408-573-2475

1. Completion of Forms and Where to Email

Complete all forms as separate documents and attach to your email. In the email subject line, enter "Special Event Application". Send your email with attachments to: permits@rda.sccgov.org

2. Checklist and Reminders

Ensure all forms are completed and signed. Use the list below as a checklist.

ALL PERMITS REQUIRE FOLLOWING ITEMS WHEN SUBMITTING FOR A SPECIAL EVENT

- Special Event Permit Application
- Map of Event Site and Route Maps
- Traffic Control Plan
- Event Notice to Residents and Businesses
- Indemnification Form
- Project Site BMP Form
- Insurance (or indicate in email the anticipated date the insurance will be provided)

BLOCK PARTIES ALSO REQUIRE FOLLOWING FOR A COMPLETE APPLICATION

- Block Party Neighborhood Signatures Form

3. Special Event Permit Fees

The table below summarizes the fee for each Special Event.

Special Event Categories Requiring Permits

Event Type	People Attending	Road Closure or Restricts Use of Road	Additional Characteristics and Ordinance Reference	Fee
Major Special Event (no road closure)	> 500 people	No	B3-146(i)	Actual cost for County staff and resources; deposit
Major Special Event (road closure)	Any number	Yes	B3-146(i)	Actual cost for County staff and resources; deposit
Minor Special Event	< 500 people	No	Does not close or restrict road, but does not comply with usual traffic regulations or controls; OR requires temporary structure on road. B3-146(j)	\$200
Block Party	Neighborhood	Yes	B3-146(b); B3-147(a)(1)	\$98
Expressive Activity	Any number	Likely	B3-146(b); B3-147(a)(4)	\$200

4. Application Review and Payment of Fees

Fees are not immediately due at time of submitting the application. Applications are first reviewed, and the event type is confirmed. An application number will be created, which should be used in all email correspondence.

An engineer or permit technician will be assigned to review your application for completeness. You may be contacted to provide additional information.

- Staff will be in contact with the applicant to provide additional information, or to resolve any items that require attention.
- For events that cross into incorporated areas of the County, staff will ask for local police or Sheriff's approval, or for local jurisdictional approval. Please note that County staff share openly all information with local jurisdictional counterparts when reviewing Special Event applications.

After the review is complete, the engineer will prepare Special Event Permit Special Requirements (conditions of approval), then recommend permit issuance. Prior to permit issuance:

- Applicant will be notified by the Permit Team to submit insurance (if not yet submitted)
- Applicant will be notified to pay the fee. The Permit Team will provide instructions for paying the fee.

Major Special Events require a deposit for the full amount of the estimated fees for staff costs to review the application, issue the permit, inspect the event for compliance with County requirements, and close the permit. Staff will provide a basis of estimate of the deposit amount. Event organizers should recognize that current costs may be higher than past event fees, and plan accordingly.

5. Obtaining the Permit

Once you obtain the permit via email, read all requirements in the permit. This may include contacting the County inspector in advance of the event or to follow instructions to pick up and return barricades.

- Keep a hard copy of the permit on hand during the event – the inspector will ask for it.

6. Closing the Permit and Scheduling for Final Inspection

A final inspection is required to ensure event is cleaned up, review for damage or destruction within County ROW, and ensuring County roads restored. Prior to the event, discuss the final inspection with your assigned County inspector regarding timing of that final inspection and expectations to close the permit out.

It is the applicant's responsibility to close the permit with approval of the County inspector. Additional staff time and effort may be directly billed to the applicant if the permit is not closed out in a timely manner as a result of the applicant's non-responsiveness.

7. Final Billing and Assessment

A review of actual staff costs will occur within three weeks of a Major Special Event if the event is closed out in a timely manner. If costs were higher than the deposit, a final billing will be sent to the applicant for immediate payment. If costs were less than the deposit, a refund will be provided.

All events are assessed to determine adjustments needed for future events and to verify the event was conducted per the conditions in the permit and per County ordinance. Applicants may be informed of changes needed for future events, and therefore should plan accordingly.

More Questions? For more information on questions relating to the Special Event Permit application or fee process, please contact our Permit office: Email (permits@rda.sccgov.org) or call 408-573-2475.