



RIVERSIDE COUNTY PLANNING DEPARTMENT

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Planning Director

FILING INSTRUCTIONS FOR TEMPORARY EVENT PERMIT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Temporary Event Permit application. Adhering to these instructions will ensure that the application can be processed in the most expeditious manner possible.

FILING INSTRUCTIONS CHECKLIST

A MISC. PERMIT APPLICATION PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following listed items in a format acceptable to the Planning Department (e.g. PDF).

1. A completed General Application Form.
2. A completed and signed Applicant-Property Owner Signature Form.
3. A completed applicable Supplemental Information Form or Request Form.
4. A scaled Exhibit "A" (Site Plan). The exhibit must also include the information described in the applicable application type column of the Temporary Event Permit Exhibit Requirements matrix, below.
5. If any buildings or structures exist, and are to remain; or are proposed, scaled floor plans (Exhibit "C") and elevations (Exhibit "B") for each building or structure. The exhibits shall also include the information described in items 1 through 21 of the Temporary Event Permit Exhibit Requirements matrix, below.
6. A current recorded deed of the property(ies). If the property(ies) involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
7. If any of the properties involved do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
8. Initial payment of deposit-based fee for Temporary Event Permit application type.

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NOTE: A COMPLETED APPLICATION FOR A TIER I, II or III TEMPORARY EVENT MUST BE FILED WITH THE PLANNING DEPARTMENT AT LEAST 60 DAYS PRIOR TO THE EVENT; AND AT LEAST 90 DAYS PRIOR TO A TIER IV, V OR VI EVENT.

1. A completed Temporary Event Supplement Information Form must include applicable Agency comments, which shall be obtained by the applicant themselves and returned to the Planning Department to complete the review process.
2. Within the Project Description, indicate the date(s) and hours of operation of the event, and the estimated daily attendance.

Excerpt from Ordinance No. 348:

DEFINITIONS. The following terms shall have the following meanings:

- A. Annual Temporary Event. A temporary event that occurs once a year in succeeding years that takes place solely on private property or a combination of private property and public right-of-way.
- B. Attendees. Guests, staff, vendors and any other person present at a temporary event.
- C. Tier I Event. A temporary event attended by no more than 50 attendees per day.
- D. Tier II Event. A temporary event attended by 51 to 100 attendees per day.
- E. Tier III Event. A temporary event attended by 101 to 300 attendees per day.
- F. Tier IV Event. A temporary event attended by 301 to 600 attendees per day.
- G. Tier V Event. A temporary event attended by 601 to 1,000 attendees per day.
- H. Tier VI Event. A temporary event attended by over 1,000 attendees per day.
- I. Commercial Temporary Event. A temporary event at any location intended to either generate financial gain for the property owner or temporary event sponsor or to advertise services, products or goods. For the purposes of this Article, a commercial temporary event does not include a temporary event sponsored by or intended to benefit any organization that is exempt from taxation under Section 501(c)(3) or Section 501(c)(4) of the United States Internal Revenue Code.
- J. Established Facility. An existing legally permitted facility that is designed and constructed to accommodate events where the public is invited with or without charge.
- K. Seasonal Temporary Event. A temporary event occurring on a private lot during a specific season for a specific duration on consecutive or non-consecutive days such as, but not limited to, Christmas tree sales, pumpkin sales, or Halloween events.
- L. Temporary Event. An indoor or outdoor event held on privately owned property that is not an established facility, to which attendees are present whether open to the public or a private event, with or without charge. Temporary events include, but are not limited to, festivals, concerts, dances, rallies, stage or theatrical shows, sports events, equine events, fairs, carnivals, rodeos, automobile sales, wedding ceremonies and receptions, off-road vehicle sales, animal sales or events, art shows, heavy equipment

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auctions, charity events, tent revival meetings, and race events that take place either solely on private property or on private property and within the public right-of-way.

PROHIBITED TEMPORARY EVENTS. The following temporary events are prohibited:

- A. Any temporary event with more than 100 attendees on lots 10,000 square feet or less.
- B. Any temporary event with more than 300 attendees on lots less than 1 gross acre.
- C. Any temporary event with more than 600 attendees on lots less than 5 gross acres.
- D. Any temporary event with more than 1,000 attendees on lots less than 20 gross acres.
- E. Commercial temporary events on lots zoned R-R, R-R-O, R-1, R-1A, R-A, R-2, R-2A, R-3, R-3A, R-T, R-T-R, R-5, R-6, R-7, C/V, C-C/V, WC-W, WC-WE, WC-E, R-D, W-2-M, or MU.
- F. Commercial temporary events within dwellings located in any zone classification

APPLICATION AND LIMITATIONS. A temporary event permit shall not be required for the following:

- 1. Temporary events held at a legally existing established facility and operating consistent with any approved land use entitlement for the established facility.
- 2. Temporary events on a lot 1 gross acre or greater attended by less than 100 attendees.
- 3. Temporary events on a lot greater than 10 gross acres attended by less than 300 attendees.
- 4. Temporary events taking place entirely on public property or property owned by or leased by a public school district for use as a public school site.
- 5. Temporary events taking place solely in a public right-of-way, including a funeral procession, a race or parade, provided all other required State and local permits and licenses are obtained, including, but not limited to, encroachment permits, road closures, environmental health permits, and alcoholic beverage control permits.
- 6. Weddings, birthday parties, graduation parties, or other similar events held at a dwelling, provided that there are no more than 100 attendees and no more than four events occur on the same lot within a twelve-month period.
- 7. Fund raising events, provided that the events are held on private property other than a dwelling, are limited to a maximum of two days a month for each sponsoring organization, and are sponsored by an educational, charitable, religious, or nonprofit group.
- 8. Garage sales held at a private dwelling, provided that the events comply with all applicable laws and regulations including, but not limited to, Riverside County Ordinance No. 593.

Temporary Events shall comply with the following:

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1. Except for seasonal temporary events, temporary events shall occur for no more than four consecutive days with a separation of at least four days between a temporary event and other events held on the same lot.
2. Only a total of four temporary events, including seasonal temporary events, shall occur on the same lot per calendar year.
3. Seasonal temporary events shall not exceed a total of 60 calendar days for each seasonal temporary event.

Temporary events that are not required to obtain a temporary event permit pursuant to Ordinance No. 348 are still required to comply with all other applicable laws and health and safety regulations including, but not limited to, Environmental Health, Fire and Building Code regulations.

Unless otherwise provided for in an approved land use permit, when a temporary event permit is not required pursuant to Ordinance No. 348 only four temporary events shall occur on the same lot within a 12-month period.

APPLICATION PROCESSING REQUIREMENTS. Applications for seasonal temporary events, tier I, tier II and tier III events shall be made in accordance with Section 18.30 of Ordinance No. 348 at least 60 days before the temporary event.

Applications for annual temporary events, commercial temporary events, tier IV, tier V and tier VI events shall be made in accordance with Section 18.30 of Ordinance No. 348 at least 90 days before the event.

All of the procedural provisions of Section 18.30 of Ordinance No. 348 shall apply to the application, except subsection c. thereof related to requirements for approval, subsection e. thereof relating to appeals and subsection f. thereof relating to use of the permit after the application is approved.

At the time of filing the application for a temporary event permit on a form provided by the Planning Department, the applicant shall also provide the applicable fee for processing the permit.

Action taken on temporary event permit applications shall be ministerial and not subject to the California Environmental Quality Act.

Applications for commercial temporary events shall include the name, address and telephone number of the organization, the authorized head of the organization, and, if applicable, a certification that the organization is exempt from taxation under Section 501(c)(3) or Section 501(c)(4) of the United States Internal Revenue Code.

DENIAL OF PERMIT APPLICATION. An application for a temporary event permit shall not be processed and shall be summarily denied in the following circumstances:

1. A total of four temporary events, including seasonal temporary events, have already occurred at the subject location in a 12-month period.
2. The County has received five separate substantiated complaints for the subject location within the last twelve months from application submittal date related to noise, odors, outdoor illumination, traffic, parking or rubbish.

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3. Within the last twelve months from application submittal date, the applicant violated the terms of an approved temporary event permit resulting in revocation of the approved temporary event permit.
4. The application does not comply with the approval requirements set forth in this Article.

APPROVAL REQUIREMENTS. The Planning Director shall approve an application for a temporary event permit if:

1. The number of temporary events occurring at the subject location set forth in in Section 19.56 of this Article has not been exceeded.
2. There is no pending code enforcement action on the lot or lots underlying the proposed temporary event location and the County has not received five separate substantiated for the subject location within the last twelve months from application submittal date related to noise, odors, outdoor illumination, traffic, parking or rubbish.
3. An access and parking plan has been approved by the County Transportation Director and the County Fire Chief or their respective designees. Off-site parking on unpaved sites is only allowed if the following has been approved with the parking plan:
 - A. A dust mitigation plan;
 - B. A site restoration plan.
4. The temporary event complies with all applicable requirements of Ordinance No. 787 and a fire protection plan has been approved by the County Fire Chief or his designee.
5. If the temporary event includes a display of fireworks, all required permits for the fireworks display has been obtained in accordance with Ordinance No. 858.
6. A security operations plan has been approved by the County Sheriff or his designee.
7. An emergency medical services plan has been approved by the County Fire Department
8. A sewage disposal, potable water and food service operation plan and all required environmental health permits have been approved by the County Director of Environmental Health or his designee.
9. A noise, dust and lighting mitigation plan has been approved by the County Planning Department.
10. Temporary permits for structures, canopies, and electrical use have been approved by the County Building and Safety Department.
11. All required permits to operate within the public right of way has been obtained by the applicant.

HOURS OF OPERATION. Temporary events on lots zoned R-R, R-R-O, R-1, R-1A, R-A, R-2, R-2A, R-3, R-3A, R-T, R-T-R, R-5, R-6, R-7, C/V, C-C/V, WC-W, WC-WE, WC-E, R-D, W-2-M, or MU shall not operate between the hours of 10:00 p.m. and 7:00 a.m. All other temporary events shall not operate between the hours of 2:00 a.m. and 7:00 a.m.

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OVERNIGHT STAYS. As part of an approved temporary event permit, the Planning Director shall allow tents, recreational vehicles or motorhomes to be used during the duration of the temporary event, including overnight stays, if all of the following is met:

1. The approved parking plan demonstrates on-site overnight areas located on paved, turfed or graded lots, emergency access and emergency water supplies.
2. The approved sewer disposal plan includes provisions requiring the use of individually contained sewer waste removal systems.
3. Except for contained propane to be used with barbeque grills and contained gasoline for generators, the approved fire protection plan includes prohibiting hazardous materials from being kept or maintained in the overnight areas.
4. The approved fire protection plan includes allowing only contained propane gas campfires and prohibiting open wood campfires, unless otherwise approved by the County Fire Chief or his designee.
5. Quiet hours for the overnight areas are observed from 10:00 p.m. to 7:00 a.m.
6. The approved noise, dust and lighting plans prohibits amplified sound and requires the overnight areas to be restored to their original condition at the conclusion of the temporary event.

ADVERTISING AND TICKET SALES. No person shall advertise, sell or furnish tickets for a temporary event until a permit has been obtained in accordance with Article XIX of Ordinance No. 348.

BOND AND INSURANCE. The Planning Director may require an applicant for a temporary event permit to post a bond or to otherwise financially secure that the event location is restored to its original condition and that the County is fully reimbursed for any unanticipated law enforcement or emergency services expenses. The Planning Director shall determine the amount of the bond or other security and the applicant shall post it with the County Building and Safety Director or deposit it with the Transportation and Land Management Agency. The Planning Director may also require an applicant for a temporary event permit to obtain indemnity or liability insurance naming the County as the insured.

NOTICE OF DECISION AND POSTING OF PERMIT.

- A. The Planning Director shall mail the notice of decision for the temporary event permit to the applicant, the Riverside County Sheriff's Department, County Fire Department, Code Enforcement Departments and any person who has made a written request for a copy of the determination.
- B. No less than 10 calendar days before the temporary event, the applicant shall mail a notice of the approved temporary event permit to all properties located within 600 feet of the exterior boundaries of the subject location and any associated gathering locations included in the temporary event permit. Such notice shall include the date and time of the temporary event, and contact information for the permittee, the Riverside County Sheriff's Department, the Riverside County Code Enforcement Department and the County Planning Department.

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C. Every temporary event permit required by this Article shall be conspicuously posted upon the lot or premises of the temporary event no less than 10 calendar days before the temporary event in a manner specified by the Planning Department.

FINAL DECISION. The Planning Director's decision is final.

PERMITS NONTRANSFERABLE. Any temporary event permit issued pursuant to this Article shall not be transferable to any other date, organization, person, place, or time.

PERMIT LIFE.

A. The temporary event permit shall remain in effect for the duration of the temporary event that is the subject of the temporary event permit. The temporary event permit shall become null and void at the conclusion of the temporary event.

B. Except for annual temporary events, a new temporary event permit shall be required for any subsequent temporary event held at the location.

C. Approved annual temporary event permits shall be effective for three years so long as the annual temporary event remains as originally approved and complies with the provisions of the temporary event permit, the provisions of this Article and all applicable laws, regulations and ordinances.

SUSPENSION AND REVOCATION.

A. A temporary event permit may be immediately suspended upon any of the following conditions:

1. If the Riverside County Sheriff's Department, Fire Department, Code Enforcement Department, Building Official, Planning Director or other County official, or their designated representatives, find that any of the provisions of Ordinance No. 348, another County ordinance, the approved temporary event permit or other applicable law is being violated.

2. When, in the judgment of any of the above-named County officials, the use is detrimental to the public health, safety or general welfare, or is a public nuisance.

3. The Applicant made or allowed to be made a false or misleading statement or omission of material fact on a temporary event application that was not discovered until after the temporary event permit was approved.

4. The permit holder or property owner refuses to allow representatives from the Riverside County Department of Code Enforcement, Planning Department, Fire Department, Sheriff's Department, Environmental Health Department, Public Health and Agricultural Commissioner's Office to enter the Property to ensure compliance with the approved temporary event permit and all applicable Federal, State and local laws and regulations.

B. Upon suspension of a temporary event permit, the Planning Director or designee shall do the following:

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1. Within 24 hours of being notified of the suspension, mail a notice of revocation and findings by certified mail to the property owner and temporary event permittee.
2. The revocation by the Planning Director shall be final unless the property owner or temporary event permittee submits a written appeal of the revocation to the Transportation and Land Management Director within 24 hours of receiving the notice of revocation. Such appeal shall include findings as to why the temporary event permit shall not be revoked.
3. If a complete and timely written appeal is submitted, the Transportation and Land Management Director shall promptly make a determination on the appeal and provide written notice to the Planning Director and appellant. The Transportation and Land Management Director's determination is final.

FLOOR PLANS AND ELEVATIONS: All floor plans and elevation exhibits shall include the information listed as follows. In addition, architectural elevations shall be scaled drawing of all sides of all buildings with dimensions indicating proposed height, unless determined otherwise necessary.

If any of the following required information is not applicable to a specific project, an explanatory note must be placed on the exhibit as to why the information is not necessary. All exhibits must be clearly drawn and legible.

NOTE: Additional information may be required during review of the land use proposal, including information not specifically required on this checklist.

TEMPORARY EVENT PERMIT EXHIBIT REQUIREMENTS
1. Name, mailing address, and telephone and fax number, email address of applicant, landowner(s) and exhibit preparer.
2. Assessor Parcel Number(s) and address of property.
3. Scale (number of feet per inch). Use Engineer's Scale for all maps/exhibits. Architect's Scale is only acceptable for floor plans, elevations, and landscaping plans.
4. North Arrow
5. Date exhibit prepared.
6. Title of Exhibit (i.e., <i>Temporary Event Permit for ???</i>)
7. Complete legal description of property.
8. Overall dimensions and total net and gross acreage of property.
9. Vicinity map, showing site relationship to major highways and cities, and two access roads. Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved.
10. Location of adjoining property and lot lines.
11. Existing and/or proposed zoning and land use of property.
12. Existing land use and zoning of property immediately surrounding subject property.
13. Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
14. Names, locations, rights-of-way widths, and improvements of adjacent existing streets.
15. Streets, alleys, and rights-of-way providing legal access to the property.
16. Location, dimensions, setbacks, and nature of proposed and existing fences, gates, walls, free-standing signs, driveways, turnout and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface sewage disposal systems.
17. Location, dimensions, arrangement and numbering of parking spaces for existing and/or proposed parking and loading/unloading facilities, identifying handicapped and compact parking spaces.

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| 18. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation. |
| 19. Location, dimensions, elevations, and height of existing dwellings, buildings or other structures, labeled as existing, and indicating whether they are to remain or be removed. |
| 20. Location, dimensions, and height of proposed dwellings, buildings, or other structures, labeled as proposed. |
| 21. Setback dimensions of existing and proposed structures and paved areas. |

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Permit Assistance Team. Click on the following link for more information: <https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.

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