



# SPECIAL LICENSE PERMIT APPLICATION AND INFORMATION OUTLINE

## TEMPORARY SPECIAL EVENT

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**T**his outline provides you with information on how to apply for a Special License Permit: Temporary Special Event. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **SPECIAL LICENSE PERMIT: TEMPORARY SPECIAL EVENT APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317 or x328. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

### What is a Special License?

A Special License provides approval for certain uses to be allowed in certain zones in addition the uses that are specifically permitted or to allow for uses that may require an additional level of review.

Temporary Special Events permits are regulated by *Ordinance, 210 Temporary Special Event Permit*. A permit issued by the Town of Yucca Valley will authorize certain uses, such as a carnival, concert, parking lot sale, car show, etc, for a limited period of time in addition to the permitted uses of the land use district.

### Who reviews the Special License?

Special License: Temporary Special Event permits are reviewed and approved by Planning Division staff.

### Fees

The fee for processing a Special License: Temporary Special Event must be paid to the Town at the time the application is filed. The fees for special licenses are as follows:

Parking Lot/Sidewalk Sale	\$55
Carnival/Festival/Circus/Fair	\$80
Farmers Market	\$80

**Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)**

## Submittal Requirements

To apply for a Temporary Special Event permit, the following information shall be submitted along with the completed application form:

- Site plan of the event showing the following information:
  - Location of each activity
  - Vendor areas
  - Parking layout and access drives
  - Location of buildings/enclosures, stages or tents on site
  - Property lines and property dimension
  - Setbacks from streets/highway
  
- Copy of insurance certificate, including an endorsement certificate listing the Town of Yucca Valley as additional insured.
  
- Permit from San Bernardino County Environmental Health for the sale of food or beverage items.
  
- Permit from San Bernardino County Fire Department, if applicable.
  
- Permit from Cal-Trans, if applicable
  
- Approval from San Bernardino County Sheriff, if applicable

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# Special License Permit Application

Date Received _____
By _____
Fee _____
Case # _____

- Carnival                       Circus                       Concert                       Farmers Market  
 Festival/Fair                       Parking Lot Sale                       Other

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Dates of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Location of Event \_\_\_\_\_ Assessor's Parcel No \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

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

Property Owner Signature \_\_\_\_\_

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Expected number of persons attending each day \_\_\_\_\_

Will you be selling / serving food or beverages? If yes, what types?

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How are you proposing to set-up / prepare for the event?

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How are you proposing to clean-up the site and handle trash disposal?

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**Owner/Applicant Authorization**

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town might not approve the application as submitted, or might set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner/ Authorized Agent:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. I am hereby authorizing

\_\_\_\_\_ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**1. INSURANCE REQUIREMENTS**

Before any permit is issued for any special event, the applicant shall provide the Town with evidence of a policy of liability insurance with an endorsement issued by an admitted insurer in an amount of not less than \$1,000,000. The policy shall name the applicant and the Town of Yucca Valley, its officers, agents, and employees, as co-insured for protection against any loss, claims, liability, injury, and damage of any nature arising out of or in any way connected to the temporary special event conducted by the applicant. The insurance coverage shall be primary and not contributing with any other insurance of the Town. The applicant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self insured retention is increased. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the Town. The cancellation policy shall read as follows: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left [The Town of Yucca Valley]." A copy of the certificate shall remain on file.

**2. INDEMNIFICATION AND HOLD HARMLESS (FOR EVENTS ON TOWN PROPERTY)**

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of Town facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Town Rules and Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the Town Rules and Regulations concerning the use of Town facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

(FOR EVENTS ON TOWN PROPERTY OR FOR EVENTS NOT ON TOWN PROPERTY)

Applicant shall hold harmless, defend and indemnify the Town of Yucca Valley, its officers, officials, employees and volunteers from and against all demands, claims, damages, losses and expenses (including attorneys' fees), judgments or liabilities which actually or allegedly arise out of the issuance of the Special Events permit described herein or the events permitted hereby, including but not limited to any act or omission of the Applicant, its agents, employees or subcontractors directly or indirectly responsible to Applicant; excepting those claims, demands, damages, expenses (including attorneys' fees), judgments and liabilities resulting from the sole negligence or willful misconduct of the Town.

Applicant shall notify the Town in writing immediately in the event of any accident or injury arising out of or in connection with this Agreement.