



CITY OF NORCO

SPECIAL EVENT PERMIT APPLICATION

File No: _____
 Related Files: _____
 Date Filed: _____
 Fees Paid: _____

GENERAL INFORMATION:

Applicant: _____	Property Owner: _____
Address: _____	Address: _____
Telephone: _____	
Fax: _____ E-mail: _____	Fax: _____ E-mail: _____
Description of event: _____ _____	
Location of event: _____	
Date of event: _____	
Proposed hours of operation: _____	
Will food and beverages be sold? If so, explain: _____	
How many people are anticipated to attend the event? _____	
Will there be signs proposed for the event? _____	

REQUIRED SUBMITTALS:

<input type="checkbox"/> Application and required fee:	<input type="checkbox"/> Special Events-All others (Requires the closure of public right-of-way on or through public trails, sidewalks or streets that require a traffic plan/detours): \$390
<input type="checkbox"/> Non-Profit Organization: \$0 with proof of non-profit status; Sidewalk Sales: \$32; all others: \$95	<input type="checkbox"/> Plot plan indicating location of event on the subject property, and where patrons of the event will park
<input type="checkbox"/> Non-Profit Organizations (Requires closure of public right-of-way at the end of dead-end public trails, sidewalks or streets): \$76	<input type="checkbox"/> Plot plan indicating location and type of temporary signage
<input type="checkbox"/> Non-Profit Organizations (Requires the closure of public right-of-way on or through public trails, sidewalks or streets that require a traffic plan/detours): \$297	<input type="checkbox"/> Written property manager and/or property owner's permission
<input type="checkbox"/> Special Events-All others (Requires the closure of public right-of-way at the end of dead-end public trails, sidewalks or streets): \$171	Note: All special event applications will also include the cost of any street closure, traffic control, on-site patrol, additional fire protection standby, etc.

APPLICANT DECLARATION:

I hereby declare that as applicant for this special event permit, I have read the foregoing application and know the contents of this application to be true to the best of my knowledge. I also declare that the owner (or their representative) of the subject property has authorized the proposed special event to take place as outlined within this application.

Applicant: _____	Date: _____
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OFFICE USE ONLY:

Approved By: _____	Date: _____
Comments: _____ _____	