



SPECIAL EVENTS SUPPLEMENTAL INSTRUCTIONS FOR FILING

Development Code Chapter 11.32 (Ordinance #1556)

The special events supplemental allows for the review of proposed events and the determination of which tier of processing is required for the respective project. Special events are intended to be a limited duration of time & may be a singular or re-occurring event. Applications are required to adhere to applicable sections of 11.32.320 *Temporary Uses & Special Events* & other relevant sections of the Yuba County Development Code.

Applications shall be reviewed for compliance with the below *Submittal Requirements* and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Development Plan:** Electronic PDF plans are preferred. If hard copy plans may be submitted, please submit one (1) full size copy of the site development plan drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. The site development plan must clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property lines & dimensions, with acreage, for entire property.
 - c) A location vicinity map identifying the project site within an identifiable geographic area.
 - d) All existing and proposed buildings and structures including location from property lines, size, height and proposed use(s) for each structure.
 - e) Walls and fences including location, height and construction materials.
 - f) Names of all adjoining streets.
 - g) Parking areas, pedestrian walkways, restroom facilities & any other relevant details.
3. **Design Review Approval:** Design Review is required for properties within the Plumas Lake Specific Plan. Please provide approved Design Review documents for your project if the property is located within the Plumas Lake Specific Plan.
4. **Landscape Plans:** One electronic copy of landscape & irrigation plans that meet applicable sections of Chapter 11.24, *Landscape* is required for new uses, a change of use, or expansions of an existing building by 25% or more.
5. **Project Description:** Provide a written project description that includes the applicant's request & operation details. Operation details include:
 - a) Operation timeline; days of week & hours of the day.
 - b) Proposed vehicular traffic or pedestrian walkways.
 - c) Parking areas & number parking stalls available.
 - d) A description of any structure(s) existing/proposed complemented with an explanation of what the intended use for each structure is.

- e) Amplified noise (if any) & from what; speakers, DJ, or live band.
 - f) Temporary signage & proposed location.
 - g) Type & number of restroom(s) & handwashing stations that will be available.
 - h) Proposed trash receptacles any other information that may be relevant to the request.
 - i) Please specify your special events as either a one-time singular event, a block party, a re-occurring special event (farmer's market/swap meet), or as a commercial special events center.
 - j) Whether alcohol is to be served; provide Alcoholic Beverage Control documentation.
 - k) A list of food or drink vendors providing service; vendors are required to have appropriate documentation from the Environmental Health Department.
 - l) Liability insurance documentation, if available.
6. Other information may be required to facilitate a comprehensive evaluation of the application by departments of the Community Development & Services Agency.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. *You will be notified of the environmental determination once the initial review of your project has been completed. In the event that the project is not deemed exempt from CEQA, the project cannot be processed as an Administrative Use Permit and shall be processed as a Minor Conditional Use permit. Any fees paid towards the Administrative Use Permit will be credited towards the fees required for processing a Minor Conditional Use Permit*

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.