



## CITY OF ORINDA

### *Temporary Event Permit Application*

#### Planning

- 22 Orinda Way • Orinda, CA 94563 • (925) 253-4210 • FAX (925) 253-7719
  - <http://www.cityoforinda.org> • [orindaplanning@cityoforinda.org](mailto:orindaplanning@cityoforinda.org)
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From time to time, a temporary use, an event or activity (such as a fund raising sale in a church parking lot) is proposed which is of benefit to the community, but which may have temporary impacts requiring prior review and approval by the City. [Section 17.37]

The following events are permitted in any zoning district, on private property or in the public right-of-way with a temporary event permit:

1. Animal Show
2. Arts and Crafts Show
3. Christmas Tree Sale
4. Circus and Carnival
5. Commercial Filming
6. Philanthropic Events
7. Religious Assembly
8. Outdoor Retail Sale
9. Rummage Sale
10. Outdoor Storage
11. Street Fair
12. Trade Fair

#### **About the Process**

Complete this application and submit it along with a general application form. Take care to give responses to the findings that are requested in this application because they will be used by the decisionmaker to evaluate the compliance of the application with city code. When the application is complete, schedule a meeting with a planner to review the application.

The Zoning Administrator may grant, deny or conditionally grant a temporary event permit without notice and public hearing if findings of fact are made in support of the standards (see attached Statement of Findings).

The Zoning Administrator will consult with the Parks and Recreation Department, the Public Works Department, the Police Department, the Moraga-Orinda Fire Protection District and the City Manager concerning the application before making a decision. At least ten (10) days prior to approving an application, the Zoning Administrator will give written notice to the adjacent property owners and tenants.

For a more detailed discussion of the application process see the general application packet.

**APPLICATION CHECKLIST**

A copy of this checklist with a checkmark next to each item will be required. ***The application will not be accepted for processing unless all pertinent information required by the attached checklist is provided.***

- \_\_\_\_\_ a. Completed General Application Form and the attached specific application form.
- \_\_\_\_\_ b. Completed checklist signed and dated (this list).
- \_\_\_\_\_ c. Fees payable upon submission
  - \$431 application fee.
  - \$237 for annual events after the first year
  - \$183 mailing fee (*Required*)
  - 10% General Plan Update surcharge fee (*Required*)
- \_\_\_\_\_ d. One (1) 11"x17" set of plans showing:
  - \_\_\_\_\_ A site plan, drawn to scale (such as 1" = 20'), showing the area to be used to stage the event, the layout of booths, tables, etc., and the proposed traffic circulation both within and around the event area.
- \_\_\_\_\_ e. A complete written description of the proposed event, including such information as: hours to be used for setting up, holding the event and clean up afterward; estimated participants, customers and/or attendance; provisions for restroom facilities (if appropriate); information regarding the possible generation of noise above what would normally be expected at the site, such as amplified speakers and/or live music; and any other information you believe would be helpful to more fully explain the purpose and character of your event.

**I have read and understand my obligations regarding the information necessary for a Temporary Event Permit Application.**

\_\_\_\_\_ Signature of Applicant (Organization’s Representative)

\_\_\_\_\_ Date

**APPLICATION**

Name Of Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Dates Event Is To Be Held: \_\_\_\_\_

Organization Representative's Information: \_\_\_\_\_

Name

Email

Address

Phone

Fax

\_\_\_\_\_  
**Representative's signature**

**COMMENTS FROM OTHER DEPARTMENTS and AGENCIES (For office use only)**

Once your application is received, it will be routed to the following City of Orinda Departments for comments. The comments will be returned to the Zoning Administrator, who will make a decision regarding the request for a *Temporary Event Permit*.

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- TO:**   \_\_\_ Police Services  
           \_\_\_ Engineering/Public Works  
           \_\_\_ Parks and Recreation Department  
           \_\_\_ City Manager  
           \_\_\_ Moraga-Orinda Fire Protection District

**(RETURN COMMENTS TO ORINDA PLANNING DEPARTMENT):**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPROVED BY CITY OF ORINDA PLANNING DEPARTMENT**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STATEMENT FOR FINDINGS**

**Complete the following statements as they relate to your project. They will be used by the decisionmaker to evaluate your request.**

- 1. The proposed temporary event will be located, operated and maintained in a manner consistent with the policies of the general plan, applicable specific plan and the provisions of Title 17 because...

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- 2. The temporary event will not be detrimental to property or improvements in the area adjacent to the temporary use because...

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- 3. The temporary event will not create a significant adverse impact on the uses or activity patterns of development in the immediate area because...

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- 4. The temporary event will not otherwise adversely affect the public health, safety and welfare because...

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