



COMUNITY AND ECONOMIC DEVELOPMENT
PLANNING DIVISION

200 W. 4th Street
Suite 3100
Madera, CA 93637
(559) 675-7821
mc_planning@maderacounty.com

OUTDOOR EVENT APPLICATION INFORMATION

On October 2, 2012, Madera County revised Chapter 5.16 - Outdoor Events in County Code in order to refine the review and issuance process for outdoor events. The process includes the following changes:

1. Outdoor Event applications must be received a minimum of fifteen (15) days prior to the event. If the event requires action by the Board of Supervisors, it must be submitted a minimum sixty (60) days prior to the event. Approval or registration of the event by will be sent out not later than three (3) days prior to the event.
2. A complete application must be submitted for processing. Incomplete applications will be returned with a request for more information. Required materials for an outdoor event application include:
 - Outdoor Event Application and Questionnaire
 - Proof of Insurance
 - Site Plan of the event showing parking and structures being utilized
 - Road Closure application (if needed)
3. The participant limit has been changed from 1,000 to 300 persons. If the event has less than 300 persons, the event may only need be registered with the Planning Department. This includes the submittal of the application/operational statement, site plan of the event, proof of insurance, and traffic control information (if a road closure is proposed).
4. If the event has more than 300 persons, the event must submit the materials listed above, must be published in a paper of local circulation, and pay a fee adopted by the Board of Supervisors. If an event listed has less than 300 visitors, the Planning Director has the discretion to require that an event be permitted rather than registered.
5. Both registered and permitted outdoor events may have conditions as part of their issuance including, but not limited to, obtaining health permits, notifying emergency service agencies (Sheriff, Fire, Emergency Medical Services), or providing additional proof of insurance (additional to the required insurance at application submittal) that shows the County of Madera listed as a insured party.
6. If a road closure is part of an outdoor event, the temporary closure of roadways is now approved at the discretion of the Road Commissioner. The outdoor event application must include the application for temporary road closure (attached) as well as information related to traffic control such as duration of the closure, sign locations and detours. This information must be submitted in order to allow for safe diversion of motorists not aware of the proposed event. Information regarding traffic control measures can be found in the [California Manual on Uniform Control Device for Streets and Highways \(Part 6 - Temporary Traffic Control\)](#).
7. The Planning Division may issue an outdoor event permit for a property that will hold a maximum of four similar events during a twelve-month period. This outdoor event permit will allow the use of the premises for various outdoor events without having to obtain a permit for each individual event, subject to the terms and conditions of the permit as determined necessary by the Planning Director.

For all questions regarding outdoor event applications, fees, or other information, please call the Madera County Planning Division at (559) 675-7821.



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Event Name: _____ Assessor's Parcel Number: _____

Event Address _____ Date(s) and Time(s) of Event: _____

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Site Plan or Map Attached Proof of Insurance Attached (required) Road Closure Needed

Please answer each of the questions listed below. Fully describe/explain all yes answers on a separate sheet if space is not available.

1. In order to assist you in the process of your application, please give a detailed description of the type of event you will be operating in Madera County, providing details of Event activities. Please write legibly, being very specific in your description. You may attach additional pages if needed. _____

Yes No

2. Is this an annual event? If yes, how many years has the event occurred? _____

3. Number of attendees (including employees) for the event: _____

4. How many parking spaces are available at the event location? _____

Will off-site parking be utilized for the event? _____

5. Will any goods be sold as part of the event?

6. Will any signs be posted advertising the event? If yes, where: _____

7. Will the event generate any waste?
If yes, please list type, quantity, and method for disposal: _____

8. Will the event include the washing of any equipment or vehicles?

9. Will the event be utilizing County Facilities such as roads, buildings parks, etc.?
If yes, please explain (for Road Closures, list roads closed and detours provided)

- 10. Will the event include selling alcoholic beverages?
- 11. Will the event include the preparation of food or beverages?
- 12. Will the event include entertainment including but not limited to live performances (bands, amplified sound, DJ;s etc.) dancing or other?
- 13. Will there be any placement of machinery, equipment or outdoor storage?

If yes, please explain _____

- 14. Are you aware of any County Code violations on the property that have not been resolved?
- 15. Will the event be utilizing outdoor trailers, containers or temporary buildings or structures?

If yes, please explain _____

- 16. Are you the legal property owner of the subject property?

If no, please provide owner information: NAME: _____

ADDRESS: _____ CITY/STATE: _____ PHONE: _____

DECLARATION

I hereby certify and say under penalty of perjury that I am the applicant in the foregoing application that I have read this Outdoor Event License Questionnaire and know the content thereof and that the herein stated information and all attachments hereto are true and correct to the best of my knowledge and belief. The foregoing information is true and correct to the best of my knowledge and belief. The applicant and property owner hereby acknowledge the requirements as set forth in the Madera County Code and agree to comply with all County and State Laws. (BOTH MUST SIGN)

Signature: _____ Date: _____

Property Owner Signature (if needed): _____ Date: _____

Office Use Only

Registration Only Required

The event is now registered with the Planning Division. Further permitting may be required for the event and are advised to contact the following departments to discuss further permitting needs. **It is the responsibility of the applicant** to contact these divisions and obtain proper permits for the outdoor event. Failure to do so may result in fines, citations, or further disciplinary action by the County or outside agency for failure to comply with all applicable regulations and codes.

- | | |
|--|---|
| <input type="checkbox"/> Environmental Health Division | <input type="checkbox"/> Road Division |
| <input type="checkbox"/> Fire Division | <input type="checkbox"/> Engineering Division |
| <input type="checkbox"/> Sheriff's Department | <input type="checkbox"/> Administration - Risk Management |
| <input type="checkbox"/> Alcohol Beverage Control | <input type="checkbox"/> Other: _____ |

PLANNING DIVISION

Outdoor Event Permit Required

PLANNING DIVISION