

SPECIAL EVENT PERMIT INFORMATION FOR APPLICANTS

PERMIT REQUIREMENT - You must obtain a special event permit for any of the following situations:

1. If closure or control of traffic on a County road is needed to accommodate the event, including off-street events which generate excessive traffic, making special controls necessary to accommodate traffic or limit roadside parking.
2. When activity other than normal pedestrian and vehicular traffic is to take place within a county road right-of-way.
3. If parking spaces will be added or eliminated in county right-of-way.

APPLICATION

- **APPLICATION FORM** - Submit at least six weeks before your event. Multiple events requiring services (CHP officers for instance) may not be permitted to occur simultaneously. If a certain date is important for your event, apply early.
- **TRAFFIC CONTROL PLAN & EQUIPMENT LIST** - Submit a plan for traffic control with your application form. If you need assistance, please contact this office. Your plan must clearly show the following information:
 - ✓ The location or route of the event, including direction of pedestrian, bicycle, and vehicular traffic.
 - ✓ Road segments and traffic lanes to be closed.
 - ✓ Detour routes.
 - ✓ Duration of closure(s).
 - ✓ Established parking spaces and roadside areas that are to be designated "No Parking."
 - ✓ Designated parking/gathering/rest areas. (A parking plan may also be required)
 - ✓ Pedestrian lanes or other areas to be cordoned off or otherwise delineated.
 - ✓ Proposed location & function of traffic control personnel, signs, barricades and other equipment.

Attach a list of all traffic control equipment needed for the event including: barricades, signs (reflective for night use), posts, warning lights (required for night closures), cones, safety vests, and stop/slow paddles.

- **PROOF OF FINANCIAL RESPONSIBILITY** - Before issuance of the permit, the applicant must submit proof of insurance meeting County requirements. The **County of Tuolumne, its officers, agents, servants and employees** must be named as additional insured. Additionally, your Insurance Certificate must include the Name and Date(s) of the event.

REVIEW PROCESS - The normal processing procedure takes a minimum of one month to complete.

- **SPECIAL EVENTS MEETING** - A meeting will be held for review of your application by the Special Events Committee (SECOMM). Unless you arrange otherwise with the Special Events Coordinator, you must attend. Permit conditions are developed from comments received from SECOMM members. This process must be completed before the event can be scheduled.
- **PERMIT ISSUANCE** – You will be called when your permit is approved and ready for your signature provided you have submitted all other required materials.

SECOMM - The following agencies are contacted for review of your permit application. Depending on the location of the event and the activities planned, additional agencies may be contacted.

- **CALIFORNIA HIGHWAY PATROL** – P.O. Box 676, Jamestown, CA 95327 **984-3944**

The CHP is responsible for traffic and parking control on all public streets and highways. They will review your traffic control plan and determine the type and number of traffic control personnel needed.

It may be necessary for officers to be present at your event. If so, you must contact the Highway Patrol directly to arrange this. The Highway Patrol can sometimes provide officers without charge for community events. Otherwise, you must contract with the department for this service. Please be aware that if regularly scheduled personnel are used to cover your event, emergencies and other situations may cause delay or cancellation of your event. You may avoid this problem by paying for additional personnel to be on duty for your event.

You may also be required to have civilian traffic control assistants for your event. Please contact the Highway Patrol at least two weeks in advance to arrange training for assistants.

- **TUOLUMNE COUNTY SHERIFF'S OFFICE**, 28 Lower Sunset Drive, Sonora..... **533-5855**

The Sheriff's Office is responsible for security and dealing with law enforcement problems and may also provide additional traffic control services. You may be required to have Sheriff's Deputies present during your event. If officers are required, you may be able to arrange for Sheriff's Reserve Officers. Otherwise, you must arrange to hire deputies for extra duty. Contact the Sheriff's office at least four weeks before the event to arrange for coverage.

- **HEALTH & HUMAN SERVICES DEPARTMENT** - 15191 Tuolumne Rd. Sonora **533-5718**

The Health Department must determine whether it is necessary to have ambulances or other medical services available at your event. For your own protection you may wish to schedule ambulance coverage even if not required. If an ambulance is available, it can sometimes be placed near your event at no cost. 15191 Tuolumne Road, Sonora CA 95370 to arrange ambulance coverage.

- **ENVIRONMENTAL HEALTH** – 48 Yaney Ave. Sonora, CA 95370 **533-5990**
- **FOOD VENDORS** – Environmental Health is responsible for ensuring that food provided or sold to the public is wholesome and meets law requirements necessary to prevent food poisoning, illness or death. An application with the appropriate fee needs to be submitted with Environmental Health two weeks prior to the event. Any food facility not possessing the necessary permits shall be subject to closure. Operators may be subject to a penalty fee of triple the permit fee, misdemeanor fines, and/or imprisonment.

PERMITTEE RESPONSIBILITIES - The applicant is responsible for arranging all aspects of the event. The information listed below is to help you plan your event.

- **TRAFFIC CONTROL EQUIPMENT** - You may rent traffic control equipment from **Safe-T-Lite (588-0155) in Modesto.**
- **PERMITS & APPLICATIONS** - Other departments or agencies may require additional permits or applications for services in connection with your event. These may include Environmental Health (food service), Highway Patrol (traffic control officers/training), Caltrans (encroachment permit, state highway), State Park Service (Columbia or Railtown), Alcohol & Beverage Commission & Board of Supervisors (sales of alcohol), Board of Equalization (sales permit), Planning Department (filming, outdoor concerts, bungee jumping), Sheriff (law enforcement/traffic control), Ambulance Service, City of Sonora (inside the city)
- **SANITATION** - The applicant is responsible for garbage and clean up during and after the event. Portable toilets must be provided when local facilities are not sufficient to accommodate event attendance. Please keep in mind that the disabled people often cannot use ordinary portable facilities. Your permit may require that some facilities be equipped for the disabled.
- **PARKING** - You may have to arrange for supplementary parking areas for events if parking is limited, and parking attendants may be required to organize parking in areas where parking spaces are not delineated. In areas where parking is limited please schedule events so that they do not conflict with other activities needing available parking areas. If handicap spaces are eliminated, new areas must be set aside for this purpose.
- **COMMUNICATIONS** - Radio communications for many events are provided by **SPARKS, a local ham radio** organization. If you need their assistance, contact them early.