

OUTDOOR FESTIVAL PERMIT

APPLICANT'S GUIDE TO PROCEDURES

WHAT IS AN OUTDOOR FESTIVAL PERMIT?

An Outdoor Festival is any outdoor gathering of individuals for the purpose of participation in musical concerts or similar musical and/or theatrical type performances which are of a periodic nature and to which the public is admitted, with or without the payment of admission charges. Outdoor Festivals are permitted in all zoning districts except Open Space, subject to the issuance of an Outdoor Festival Permit as set forth below. Outdoor Festival Permits are not required for authorized activities are undertaken completely within the boundaries of the Plumas County Fairgrounds, or at recognized art fairs or recognized community celebrations.

The purpose of the Outdoor Festival Permit is to ensure that the event is conducted in a manner that protects the health, safety and general welfare of the participants, surrounding property owners and general public.

WHERE TO FILE?

Plumas County Fair Manager (530) 283-6272
204 Fairgrounds Road
Quincy, CA 95971

WHAT TO FILE?

1. A completed Outdoor Festival Permit application
2. A filing fee deposit of \$1,000.00.*

*The Fair Manager shall keep records of the time and expenses incurred in the processing of the application and charge the applicant on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application processing and review. As expenses are incurred, the Fair Manager shall provide to the applicant an invoice detailing the work performed and the time spent by its staff, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by applicant will be exhausted, the Fair Manager shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Outdoor Festival Permit applications shall be submitted, with the applicable fee, to the Fair Manager at least one hundred twenty (120) days prior to the first day of the outdoor festival.

PROCEDURE

Upon the receipt of a complete application and application fee, the Fair Manager shall distribute, via email, the application to the following County Departments for review and approval:

1. Plumas County Risk Manager – Commercial Liability Insurance
2. Plumas County Sheriff – Police Protection and Security Plan
3. Emergency Preparedness Plan – Plumas County Office of Emergency Services (Plumas County Sheriff)
4. Water Supply and Sanitation Facilities Plan – Plumas County Environmental Health
5. Food Provisions, and Solid Waste Clean-up & Recycling Plans – Plumas County Environmental Health
6. Medical Facilities & Services Plan – Plumas County Health Officer
7. Parking Plan – Plumas County Planning Department
8. Traffic Control Plan – Plumas County Public Works Department
9. Transient Occupancy Taxes – Plumas County Treasurer/Tax Collector

Once all of the above programs and plans have been approved by the County departments listed above, the Fair Manager shall schedule a public hearing at a regular meeting of the Board of Supervisors to be held not less than sixty (60) days prior to the first day of the event. The Fair Manager shall publish a Notice of Public Hearing not less than 10 days prior to the hearing date.

The Fair Manager shall also forward the Notice of Public Hearing and a copy of the completed application to any other jurisdictions who may be affected by the event, including, but not limited to, the U.S. Forest Service, the United States Fish and Wildlife Service, the California Department of Forestry & Fire Protections, the California Department of Transportation, the California Regional Water Quality Control Board, the California Department of Fish and Wildlife, the California Highway Patrol, the California Department of Parks and Recreation, the Northern Sierra Air Quality Management District, and nearby fire districts, in order to solicit comments on the application.

The Board shall consider the documentary and testimonial evidence of witnesses presented at such hearing, including all reports of investigation, and thereafter the Board shall either:

- (1) Grant the permit without conditions, other than conditions imposed by County departments as conditions for their approvals as required by Section 5-6.03(f) of this chapter.
- (2) Grant the permit with conditions which shall be met before a permit is granted, including any security required from the applicant as a guarantee that the conditions will be met, such conditions being in addition to conditions imposed by County departments as conditions for their approvals as required by Section 5-6.03(f) of this chapter, or;
- (3) Reject the application.

Conditions imposed by the Board to the grant of a permit may include, but are not limited to, (1) the stationing of an ambulance or emergency medical technicians onsite, (2) limits placed upon the number of attendees to the event, (3) minimum numbers of security personnel onsite, and (4) posting of a security bond as described in section 5-6.09.

If conditions are imposed by the Board or by any County departments, the applicant shall furnish, or cause to be furnished, to the Director proof that all conditions have been met and that the required security has been given before the permit may be issued by the Director.

Other provisions pertaining to permit revocation, bonding, suspension of operations, and additional operational and administrative requirements, are found in Chapter 6 of Title 5 of the Plumas County Code. A copy of this code section is attached for your reference.

For additional information, contact the Plumas County Fair Manager at (530) 283-6272.

PLUMAS COUNTY FAIR USE ONLY

Completeness Verified by _____

Date Received _____

Receipt No. _____ \$ _____

OUTDOOR FESTIVAL PERMIT APPLICATION

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Fair Manager
204 Fairgrounds Road
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Fair

A. Applicant (s)

Applicants Name _____

Residence Address _____

Mailing Address _____

Telephone Number _____

Business Address and Telephone Number (If different from above) _____

*Applicant must be the promotor of the event

B. Owner (s)

(Attach additional sheets if necessary)

Name _____

Mailing Address _____

Telephone _____

*Attach letter(s) of authorization signed by the owner(s).

C. Location of Event

(Include all lands to be used for parking or incidental purposes)

Street Address _____

Nearest town _____

Assessors Parcel Number(s) _____

D. Dates & Hours of Event

Dates of Pre-Event Setup: _____

Dates of Actual Event: _____

Dates of Post Event Activities: _____

Hours of Event Activities for each day of Event: _____

E. Number of Attendees and Staff

Number of Spectators/Participants and Staff for each day of Event: _____

F. Maps and Diagrams

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
 - (b) Location of adjacent roads, lots, and residences
 - (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
 - (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
 - (e) Location and orientation of loudspeakers
 - (f) Location, style, wattage and orientation of all temporary lighting
 - (g) Location of camping or other overnight areas
 - (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.
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G. Program and Plans

Complete the required information for the programs and plans listed on the following pages. Use additional sheets if necessary. The Fair Manager will circulate these plans to the appropriate County Departments for review and approval.

a) Commercial Liability Insurance

Festival Name and Date: _____

Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager: 520 Main Street, Room 309
Quincy, CA 95971
(530) 283-6041

County Agency Approval:

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.

Plumas County Risk Manager

Signature / Date

b) Police Protection and Security

Festival Name and Date: _____

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.

Plumas County Sheriff:

1400 East Main Street
Quincy, CA 95971
(530) 283-6375

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

Plumas County Sheriff

Signature / Date

c) Emergency Preparedness Plans

Festival Name and Date: _____

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

Plumas County Office of Emergency Services:

1400 East Main Street
Quincy, CA 95971
(530) 283-6375

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

Director, Plumas County OES

Signature / Date

d) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans

Festival Name and Date: _____

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127
Quincy, CA 95971
(530) 283-6355

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

Plumas County Environmental Health

Signature / Date

e) Medical Facilities & Services

Festival Name and Date: _____

Describe the medical facilities and services, including access for ambulances and paramedics or emergency medical technicians for the proposed event to the satisfaction of the Plumas County Health Officer.

Plumas County Public Health Agency

270 County Hospital Rd. Ste. 206
Quincy, CA 95971
(530) 283-6330

County Agency Approval:

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.

Plumas County Health Officer

Signature / Date

f) Parking plan

Festival Name and Date: _____

Describe the parking plan for the proposed event to the satisfaction of the Plumas County Planning Department.

Plumas County Planning Department

555 Main Street
Quincy, CA 95971
(530) 283-7011

County Agency Approval:

The parking plan described above, or attached hereto, is approved for the event as described in this application.

Plumas County Planning Department

Signature / Date

g) Traffic Control Plan

Festival Name and Date: _____

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works

1834 E. Main Street
Quincy, CA 95971
(530) 283-6268

County Agency Approval:

The traffic control plan as described above, or attached hereto, is approved for the event as described in this application.

Plumas County Department of Public Works

Signature / Date

h) Transient Occupancy Taxes

Festival Name and Date: _____

If it is proposed or expected that spectators or participants will remain overnight, include provisions for the collection of transient occupancy taxes in accordance with Chapter 4 of Title 3 of the Plumas County Code to the satisfaction of the Plumas County Tax Collector.

Plumas County Tax Collector

520 Main Street, Room 203
Quincy, CA 95971
(530) 283-6260

County Agency Approval:

The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

Plumas County Tax Collector

Signature / Date

I. Signature(s) of Applicant(s)

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Signature

Date

Signature

Date