



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### TEMPORARY OUTDOOR EVENT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Temporary Outdoor Event application online or at the CDRA front counter.

- Completed Universal Application: Select the [Temporary Outdoor Event](#) entitlement under section 1 of the application form.
- Completed [Temporary Outdoor Event Questionnaire](#)
- Site Plan: Provide a scaled site plan showing the premises where the Temporary Outdoor Event is proposed to be conducted. Show all existing buildings on the site and all areas to be used for parking or other uses incidental to the outdoor activity. For further information, see [Plan Set Requirements](#) for a description of information to include on the Site Plan.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

#### TEMPORARY OUTDOOR EVENT APPLICATION AND FEE

1. It shall be unlawful for any individual, partnership or corporation to operate, conduct, advertise, sell or furnish tickets or other types of written authority for admission to a Temporary Outdoor Event (not more than three consecutive days, and not more than two times in one location in a given calendar year) in the unincorporated area of the County unless first obtaining a permit from Placer County to operate or conduct such an event.
2. Application for a permit to conduct a single Temporary Outdoor Event as defined herein shall be made in writing to the Planning Services Division on an application form prescribed by them. Applications for other or more frequent events shall be subject to the permit requirements of the Placer County Zoning Ordinance.
3. Applications submitted to the Planning Services Division for a permit under this section shall be accompanied by a non-refundable application fee (see #4 below) and shall contain the following information:
  - a. The name, mailing address, and telephone number of the applicant(s);
  - b. A scaled site plan (folded to 8 1/2" x 11") showing the location and Assessor's Parcel Number(s) of the

- premises where the Temporary Outdoor Event is proposed to be conducted, indicate all existing buildings on the site, and show all lands to be used for parking or other uses incidental to the outdoor activity. The applicant shall submit proof of ownership of said premises or written consent of all owners thereof for the proposed use;
- c. The date and the hours during which the event is to be conducted;
  - d. An estimate of the maximum number or spectators, participants, and other persons expected to attend the event for each day it is conducted;
  - e. A detailed explanation of the applicant's program and plans to provide security protection (including that necessary to prevent trespass), water supply, food supply, sanitation facilities, medical facilities and services, fire protection, vehicle parking space, vehicle access and on-site traffic control; and if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; applicant's plans to provide for numbers of spectators in excess of the estimate, and provisions for cleanup of the premises and removal of rubbish after the event has concluded. A detailed explanation of the applicant's plan for policing the activity with particular emphasis on the control of alcohol consumption and prevention of drug use;
  - f. Expected noise levels at the nearest residential and/or property lines;
4. Pursuant to Section 2.116.050(D) of the County Code, "Fee waivers and variances" – *The fee for a Temporary Outdoor Event permit application may be waived for temporary agricultural events by the Community Development Resources Agency (CDRA) Director or designee if:*
- a. The CDRA Director or designee determines that the TOE application is consistent with General Plan Agricultural and Forestry Resources Policies 7.C.1, 7.C.2, 7.C.3, and 7.C.6.
  - b. The Agricultural Commissioner determines that the proposed Temporary Event is for the purpose of promoting agriculture or is related to agricultural operations in the County, and signs the "fee waiver" section of the permit application.
  - c. The CDRA Director or designee determines that the Temporary Event application and proposed event complies with all provisions of Chapter 17, Article 17.56, Section 17.56.300(B). (Ord. 5673-B)

#### **GENERAL TEMPORARY OUTDOOR EVENT PERMIT REQUIREMENTS**

1. Adequate portable toilet facilities shall be provided at each site. Portable toilets shall be located a minimum of 100 feet from any well.
2. There shall be no parking over septic system leach fields and the 100% repair areas at each site.
3. Adequate receptacles shall be available for solid waste (garbage) collection at each site. Waste shall be removed to a sanitary landfill in a timely manner.
4. Public shall be allowed access to only bottled water for drinking. Any existing well(s) shall not be utilized to provide drinking water to the public.
5. Applicant must contact the Consumer Protection Division of Placer County Environmental Health Services to determine permit and fee requirements for any temporary food facilities associated with the event.
6. Applicant must contact the Placer County Air Pollution Control District to determine permit and fee requirements for any stationary equipment which is classified as 50 horsepower or greater.
7. No "on-street" parking. Patrons shall not be permitted to park on public rights-of-way or on private road easements without the express written permission of the parties that have rights to those easements.
8. All parking shall be in an open area with a slope of ten (10) percent or less, and free of combustible vegetation.
9. All access ways, as depicted on the approved site plans, shall be kept free and clear throughout the event.
10. Traffic control measures shall be implemented that prevent queuing onto public rights-of-way.
11. All food and craft concessions are required to have at least one fire extinguisher.
  - Concessions conducting grease-emitting cooking (frying, broiling, etc.) shall provide a minimum Class K fire extinguisher.
  - Concessions which contain only normal combustibles (wood, paper, clothing, etc.) shall provide either a 2A-10BC extinguisher, or a 2.5 gallon pressurized water extinguisher.
  - The maximum travel distance within a concession to a fire extinguisher shall not exceed 30 feet.
12. All chemicals, LPG (propane) portable tanks, regulators, and fuel piping shall be suitably protected and stored away from vehicle and pedestrian traffic.
13. All extension cords shall be listed for exterior use, and have rated capacity at or above the rating of the appliance it serves.
14. Electrical wiring, devices, appliances, and other equipment which are modified or damaged and constitute

an electrical shock or fire hazard shall not be used.

15. Concession stands utilized for cooking shall have a minimum of ten (10) feet of clearance on two sides.
16. Tent and temporary membrane structures in excess of 200 square feet, and canopies in excess of 400 square feet, shall have all sidewalls, drops, and tops constructed of a flame-retardant material, and shall either be approved by the state Fire Marshall's office or the applicant shall provide certification of flame-proofing.
17. Tent and canopy supports and ropes shall be clearly visible and protected from vehicle and pedestrian traffic.
18. Agricultural outbuildings may not be used for any agricultural event unless they meet Fire and Uniform Building Code standards.
19. Floor coverings, including sawdust and straw, shall be treated with a flame retardant in an approved manner.
20. Heating and cooking equipment shall not be located within ten (10) feet of exits, aisles, passageways, or combustible materials.
21. Smoking, open flames, and hot objects shall not be permitted in or adjacent to tents, canopies, and temporary membraned structures or areas where hay, straw, sawdust, or any combustible materials are stored or used.
22. Access roads shall be maintained so that no area of the event is greater than 150 feet (foot travel) from fire department vehicle access.
23. A minimum of two unobstructed vehicle access points shall be provided, each a minimum of 18 feet wide, from the event site to a publicly maintained road.
24. Applicant must provide a turnaround for all dead-ends in fire access roads exceeding 150 feet in length.