



GEM of the DESERT

**SPECIAL EVENTS – NONRESIDENTIAL DISTRICTS**

**SECTION A - APPLICATION SUBMITTAL REQUIREMENTS**

Special events within Nonresidential Districts are subject to the requirements of [Section 9.100.140](#). A special event permit is required for events in Nonresidential Districts with 50 or more persons. The type of special event permit is determined by the number of events identified below.

Temporary Use Permit	Minor Use Permit
1-4 special events in a calendar year	Special events that occur more than four times in a calendar year. The term for the special events may be established by the minor use permit.

**APPLICATION SUBMITTAL REQUIREMENTS**

Submitted	Complete	Each of the following items is required for submittal unless a waiver is granted by City Staff. Any waiver must be confirmed by initialing of this form by the person granting the waiver.	# of paper copies	# of E-copies in PDF format (on CD-ROM)	Waiver OK'd by (initials)
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FILING FEES:</b>			
		Filing Fees Paid (See Master Fee Schedule)			
		Compliance Deposit (for Major events) - \$25,000 <i>due prior to event</i>	1		

**APPLICATION INFORMATION**

		Application	0	1	NA
		Description of activity - Including the following information: <ul style="list-style-type: none"> <li>Dates and hours of activity</li> <li>Dates of equipment set up and removal</li> <li>Maximum Number of people working at the activity at one time</li> <li>Maximum attendance at one time</li> <li>Total estimated number of people attending activity per day</li> <li>Will any portion of the proposed activity occur within a public right-of-way? (street, sidewalk or trail)</li> <li>Describe any use if any electrical and/or amplified</li> </ul>	0	1	NA
		Site Plan - Including the following information: <ul style="list-style-type: none"> <li>Name of project, scale of drawing, and north arrow</li> <li>Name and location of adjacent streets</li> <li>Location of:               <ul style="list-style-type: none"> <li>property lines and landscape areas</li> <li>existing and temporary structures</li> <li>drive aisles, parking stalls, and trash facilities</li> <li>proposed activity</li> <li>temporary signs.</li> </ul> </li> </ul>	0	1	NA

SUPPLEMENTAL INFORMATION				
		Traffic Control Plan (if any portion of any public or private street is to be used) - The Traffic Control Plan shall show how and where any right-of-way area is to be used including the placement of any barricades and shall show all rerouted pedestrian and vehicular access routes. Please contact the Planning Division for more information regarding this requirement.	0	1
		Noise Control Plan (if any outdoor speakers and/or amplified entertainment is proposed) - The Noise Control Plan is to be prepared by a City-approved third party sound expert and shall include placement and layout of all outdoor sound system components and an on- and off-site monitoring program.	0	1
		Use Agreement - For events located on/in a City owned park or building, a use agreement approved by Community Services is required. Copies of the approved use agreement and the evidence of liability insurance (required as part of the use agreement) are to be provided to the Design and Development Department prior to issuance of the permit.	0	1
		Encroachment Permit - For events located on City owned right-of-way, an encroachment permit approved by Public Works is required. A copy of the approved encroachment permit shall be provided to the Design and Development Department prior to issuance of the permit.	0	1
		Evidence of Additional Insurance - For major events, the City's Risk Manager shall be included in any pre-application meetings and in the routing of the application for department review. The purpose of review by the Risk Manager is to determine if additional insurance beyond that typically required through the City's standard Community Services use agreement and/or Public Works encroachment permit is necessary, if so, the amount and type of insurance necessary will be determined by the Risk Manager. Evidence of such insurance shall be approved by the Risk Manager and provided to the Design and Development Department prior to issuance of the permit.	0	1
		Waste Reduction Plan - If the event's daily attendance is expected to exceed 2,000 persons, a waste reduction plan is required in compliance with the City of La Quinta Large Venue and Event Waste Management Plan. If applicable, please contact Burrtec Waste and Recycling Services at 760-340-2113 regarding this requirement.	0	1

*If you have any questions regarding the above items, please contact the Planning Division at (760) 777-7125*

Submittal waivers may be obtained through staff consultation, a pre-submittal meeting, or a preliminary review application. **No applications will be accepted by mail.**