



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

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SPECIAL EVENT/OUTDOOR SALES PERMIT APPLICATION

- Please type or print information in black ink.
- Submitting incomplete and/or inaccurate information may result in delays in the processing of this application.

SITE ADDRESS	APN (ASSESSOR'S PARCEL NUMBER)
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PROPERTY OWNER (PRINTED)		MAILING ADDRESS	
PROPERTY OWNER'S SIGNATURE ⁽¹⁾		DATE	TELEPHONE
			FAX
<i>I hereby certify that the information stated on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my knowledge. It is my responsibility to inform the City of Menlo Park of any changes to information represented in these submittals.</i>			
APPLICANT (PRINTED)		MAILING ADDRESS	
APPLICANT'S SIGNATURE ⁽¹⁾		DATE	TELEPHONE
			FAX
<i>I hereby certify that the information stated on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my knowledge. It is my responsibility to inform the City of Menlo Park of any changes to information represented in these submittals.</i>			

⁽¹⁾ Photocopied or FAXed signatures are not acceptable.

TYPE OF APPLICATION	Fee
<input type="checkbox"/> Special Event Permit	
<input type="checkbox"/> Outdoor Sales Permit	

Project No.	Received by	Date received
	Decision by	Date of decision
<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied
Staff Comments/Conditions		
<p>NOTE: Any person dissatisfied with the decision of the Director of Community Development may appeal such decision within ten (10) days of the date of such decision. The appeal shall be filed in writing with the Planning Division and shall clearly state the reason for appeal. Appeals can be submitted in person, sent via U.S. Mail, or by courier service. Electronically sent appeals are not acceptable.</p>		

REQUIREMENTS

The following requirements must be met prior to the issuance of a Special Event or Outdoor Sales Permit. Upon compliance with these requirements, a permit can then be issued.

- 1) A site plan clearly outlining the proposal shall be submitted for approval to the Director of Community Development or his/her designee.
- 2) A Business License shall be obtained for all outdoor sales.
- 3) Building or Electrical Permits shall be obtained if lighting, temporary construction or sanitary facilities are proposed.
- 4) All signs shall be approved by staff prior to the issuance of the permit.
- 5) A \$100 bond shall be posted to ensure site clean up as deemed necessary (Christmas tree lots only).
- 6) Permits for outdoor sales and special events shall be limited to 30 days, no more than two (2) times per year.
- 7) Liability insurance is required for events that are held on City property. A copy of the insurance must be submitted with the application.
- 8) For applications that include amplified music, the applicant must submit supplemental information regarding noise attenuation measures.
- 9) If the event includes a tent or temporary structure, a tent permit must be obtain from the Menlo Park Fire Protection District prior to submittal of the Special Events Permit. A copy of the tent permit must be attached to the Special Events Permit.
- 10) If food or beverages are included in the event provisions for appropriate recycling containers must be provided.

SUPPLEMENTAL QUESTIONS

Please answer the following questions. Please describe "Yes" answers. If you need more space to answer the questions, please attach additional pages.

- 1) The special event will start on _____ (date) and end on _____ (date) and generally occur between the hours of _____ (a.m./p.m.) and _____ (a.m./p.m.). (Please account for set up and clean up activities.)
- 2) Have you previously received a special event permit? Yes No If yes, please describe.

- 3) Approximately how many people do you expect will attend the event at any one time?

- 4) Will the event include/involve the following:
 - a) amplified music? Yes No If yes, describe. _____
 - b) sale of merchandise? Yes No If yes, describe. _____
 - c) provisions of food or beverage? Yes No If yes, describe. _____
 - d) temporary lighting? Yes No If yes, describe. _____
 - e) temporary signs? Yes No If yes, describe. _____
 - f) temporary sanitary facilities? Yes No If yes, describe. _____
 - g) tent or temporary structure? Yes No If yes, describe. _____