



City of Lodi Special Events Encroachment Permit Information Package

Introduction:

It is our goal to assist event organizers in planning a safe and successful event that creates a minimal impact on the communities surrounding the events. We hope that you find this information helpful in completing the Special Events Permit Application

A Special Events Encroachment Permit must be obtained when any organized activity involving the use of, or having impact upon public property, public facilities, public parks, sidewalks or streets; i.e., neighborhood block parties, festival, parade, or street/sidewalk closures displaces use by the public at large. For use of public parks please contact the Parks and Recreation Department @ (209) 333-6742. For use of Hutchins Street Square (HSS) facilities please contact HSS staff @ (209) 333-6782. For all other special events encroachments in the public right-of-way please contact Public Works (209) 333-6706.

It is recommended your application package be submitted at least sixty (**60**) days prior to the event to ensure approval in time for your event preparations. Please submit the completed application and back up documents to:

Public Works Department
Lodi City Hall
221 W. Pine Street
Lodi, Ca 95240

The following information was designed to guide your organization through the City of Lodi's special event permit process and assist you in the preparation of a successful event. When planning your event anywhere within the City of Lodi, please consider the following:

- Impact on emergency vehicles (fire, police, paramedic, ambulance)
- Conflict with public transportation such as busses and trains
- Interference with access to residential neighborhoods, businesses, places of worship and public facilities.

The permit relates to encroachment within the public right-of-way only. Encroachment involving private property requires approval of all property owners prior to start of your event. The City may request property and/or business owner's approval in writing. All businesses/parties affected by the street closures must be notified by the sponsor at least two (2) weeks prior to the closure. A notification giving all information including a map of the closures is required.

If you intend to serve/sell alcohol you must obtain a permit from Alcoholic Beverage Control, (209) 948-7139. A copy of your ABC application and permit, when issued, must be submitted to the City. Guidelines for chemical toilets are issued by San Joaquin County Environmental Health, (209) 468-3420. For garbage/recycling bins please contact Central Valley Waste Services, (209) 369-8274.

Permit fees:

The fee for the Special Events Encroachment Permit Application is \$209.00. The permit application fee is non-refundable. If your event includes food vendors or large tenting (400+ sq. ft.), a Fire Special Event Permit is required. The fee for the Fire Special Event Permit is \$135.00. If Police Services are necessary you will be given an estimate. A deposit will be required. Total fee will be due at the completion of your event.

Application fee: \$209.00
Fire Code Operational Permit: \$135.00
Police Services (if necessary) TBD

Depending upon the event, a \$500 refundable cleaning deposit may be required. You must properly dispose of waste and garbage, including grease waste, throughout the term of your event and the area must be returned to a clean condition immediately upon conclusion of your event. Should you fail to perform adequate clean up or damage occurs to City property or facilities, you will be invoiced at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future special events permits

IMPORTANT: Please note that the acceptance of your application should in no way be construed as final approval or confirmation of your event.

Permit Process:

The permit process begins when you submit a completed Special Event Permit Application and required attachments, including a detailed site map/diagram of your event. Examples of all the required attachments to be submitted are available.

Submit the following items:

1. Completed "Special Events Encroachment Permit" Application.
2. Site plan showing as much detail as possible (see attached examples):
 - Street closures;
 - Fire hydrant locations (15 foot clearance required in front of all fire hydrants)
 - Size of the booths and placement; size of awnings if applicable;
 - Concessions;
 - Provide a plan for the disposal of cooking oils or other liquids to keep them from entering the City's storm drain;
 - # of Chemical toilets and placement; The American with Disabilities Act requires that 10% of all portable toilets be ADA accessible.
 - Garbage/Recycling container placement;
 - Dimension the required fire lane (when booth(s)/stage(s) will be placed in the street). The Fire Department requires a 20 foot fire lane within street closures.

3. List of all vendors. If food vendors, please state their cooking apparatus if one is used; (Contact San Joaquin County Environmental Health Department, if food or beverages are sold or given away during the event. Guidelines are provided by the San Joaquin County Department of Environmental Health Dept.)
4. An overall detailed scope of your event. It is important City staff have a clear understanding of the event. Please attach any additional information that is helpful in describing the event. For example, if downtown, are the businesses involved? If music, band/DJ name and type of music to be played.
5. Alcohol Beverage Control application/permit and conditions, if applicable;
6. Fire Special Event Permit, if applicable. (\$135.00);
7. Traffic control plan (when there are street closures, see examples attached): The City of Lodi required traffic control plan is a street map, showing placement of barricades and signs that meets the MUTCD requirements. There are specific barricades and signage that must be used. For convenience, you may show volunteer placement and requested police traffic control. **All street closures shall be manned by sponsor during the event.**
8. Public Awareness Plan: Plan for public awareness of street closures.
9. First Aid: Large events or events deemed appropriate due to their element of risk shall require a First Aid Station or at least an EMT on the premises.
10. Certificate of Insurance with an endorsement naming the City of Lodi as an additional insured as well as the event insurance being primary to all other insurance. The actual coverage limits may be increased depending on the type and/or attendance of the event. See insurance requirements.
11. Applicable Fees.

Application Review

Upon submittal of your application and attachments, copies are forwarded and reviewed by various departments within the City of Lodi as well as the City Manager. During the review process, the event coordinator will be notified if additional information, city permits, licenses or certificates are required. It will be your responsibility to ensure the requirements for other agencies are met. Delays in providing requested additional information may delay the City's ability to complete the review/approval. Any requested additional information needs to be submitted in a timely manner.

A representative from a specific City Department such as the Fire Department or Police Department may contact the event coordinator directly due to additional information needed or to clarify the department's conditions that will be included in the terms of the permit. Additional fees may apply depending Police/Fire/Streets Department services necessary.

When street closures are involved, the City Traffic Engineer, Police Department and Public Works will review the traffic control plan. It is the sponsors responsibility to post "No Parking" signs at least 24 hours prior to the proposed closure as well as supply suitable traffic control equipment as called for in the approved plan; i.e. barricades, traffic cones, signs, etc.

the “no parking” signs must be posted at each parking stall. City of Lodi Police Department will inspect the traffic control for compliance prior to your event. Non-compliance may result in delay to the event starting. It is recommended the event sponsor contact the Lodi Police Department, Lt. Shad Canestrino (209-333-6800 x 5517) prior to your event to review the site.

Safety/Security: When alcohol is being offered in your event, the event organizers will be required to provide security. It will be decided during the departments review as to the amount and type of required security. “No alcohol beyond this point” signs will be required.

Building Code and Fire Conditions are included in this packet. Please review as the building and fire departments will inspect your event prior to opening.

Upon approval of the event, each department will forward their specific conditions to the Public Works Department Special Events Coordinator. You will receive a copy of the encroachment permit, conditions of the permit, approved site plan & traffic control plan. The Public Works Department will notify emergency services of the street closures 24 hours prior to the event.

If you have any questions or need additional information, please contact the City of Lodi Public Works Department @ (209) 333-6706.



City of Lodi
Public Works Department

Encroachment Permit
Application (SPECIAL EVENT)

1. **Event Title:** _____
2. **Sponsor/Organization:** _____
3. **Sponsor Address:** _____
4. **Sponsor Phone** _____
5. **Contact person:** _____
6. **Contact Phone:** _____
7. **Contact Email:** _____
8. **Special Event Description:** (List structures/items to be placed in the public right of way, submit a narrative of your event.)

9. **Event Date(s):** _____
10. **Event time(s):** _____
11. **Identify Streets to be closed:** _____

12. **Street closure times:** (allow time for set-up and break down of event)

14 **Alcohol to be served in public right-of-way?:** YES NO

Alcoholic beverages are permitted as described in Lodi Municipal Code 9.04.010 and a copy of the Alcoholic Beverage Control license is required prior to permit issuance. Liquor Liability insurance coverage is required prior to permit issuance.

15. **Live Entertainment:** YES NO

16. **Sanitary measures:** # of Port-a-potties: _____ # of Trash cans: _____

17. **Police services?:** (Additional fees may apply)

18. **Provide a site plan showing the location of the structures/items that will be placed within the street closure. Structures located within street intersections are prohibited.**

19. **Provide a traffic control plan. See Public Works for details.**

The undersigned agrees to indemnify and hold harmless the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents, Volunteers and Employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit or the maintenance of such activities in accordance with the provisions of Lodi Municipal Code Sec 12.04.040 and to provide insurance coverage in an amount determined by Risk Management. Primary and non-contributory as required. The undersigned agrees and understands that a permit can be denied or voided in accordance with City of Lodi rules and regulations subject to inspection and approval. Permittee will comply with all requirements and LMC Section 12.04 relating to encroachments. Permit fees are non-refundable.

Date: _____ **Signed:** _____

Office Use Only:	
Permit No: _____	Application Fee: _____
Date Rec'd: _____	Additional Fees: _____
Total Fees: _____	