



**APPLICATION PROCESS**

**STEP 1**                      **INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.

**STEP 2**                      **APPLICATION SUBMITTAL**

**FEE**                              Current fees are available at the Community Development Department (Planning Counter) or on the Community Development website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).

**FORM**                              One (1) copy of the completed application form (attached). All owners must sign the application. One (1) application is required for each proposed event.

**SITE PLAN**                      Three (3) copies of a folded 11" x 17" site plan

**STEP 3**                      **APPLICATION PROCESSING**

**REVIEW**                              Planning Division staff will review your application and provide a tentative approval. You must route the tentatively approved application to applicable County departments and other agencies affected by your proposal.

**TIMING**                              The applicant is responsible for allowing for adequate review time for an application. The Sheriff's Office shall have up to ten (10) days for review of the application, and the Building Inspection Division shall have up to 48 hours for review of the application.

**ACTION**                              After the application is routed and approved by the all applicable departments and agencies, Planning Division staff will provide final approval.

**FINAL**                              The action of staff is final.

**SPECIAL EVENT SITE PLAN CHECKLIST:**

The site plan shall include the following;

- Size: 11" x 17"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets
- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways (See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)
- Identify the location, of all existing water wells, onsite wastewater disposal systems, and dispersal fields (Contact the Environmental Health Department at 209-468-3420 for well regulations)



**APPLICATION REQUIREMENTS:**

In addition to the requirements contained in Chapter 9-802, Common Procedures and Section 9-804.080 Temporary Use Permits, the application for a Special Event and Sales permit shall include:

- 1) Contact information for the event sponsor, and an authorized representative of the organization that will be present at the event;
- 2) Written proof of consent by the owners of the property where the event is to be held;
- 3) Event details, including:
  - A description and list of all potential activities;
  - The estimated number of participants/attendees;
  - The estimated type and number of vehicles;
  - The type and use of all permanent and temporary structures to be used for the event;
  - A general list of food and beverages to be sold or consumed at the event;
  - Plans for the following, as applicable:
    - Event staffing;
    - Amplified sound;
    - Sanitation facilities;
    - Emergency / first aid;
    - Clean-up after the event;
    - Traffic control
  - A Nuisance Response Plan shall be submitted with the application and provided on-site during the event, and for the 24 hours prior to and after the event. The Nuisance Plan shall provide a method of contacting the applicant or an alternative person that is at the event for business and/or residents that will likely be significantly impacted by noise, amplified sound, traffic, odor, dust, or light from the event. (See attached Nuisance Response Plan)



Department Information		
<p><b>San Joaquin County Community Development Department</b></p> <ul style="list-style-type: none"> <li>• Planning Division</li> <li>• Building Inspection Division</li> <li>• Fire Prevention Bureau</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p><b>San Joaquin County Department of Public Works</b></p>	<p>1810 E. Hazelton Ave Stockton, CA 95205 (209) 468-3121</p>	<p><b>San Joaquin County Environmental Health Department</b></p> <p>1868 E. Hazelton Ave Stockton, CA 95205 (209) 468-3420</p>
<p><b>San Joaquin County Sheriff's Office</b></p> <p>7000 Michael N. Canlis Blvd French Camp, CA 95231 (209) 468-4140</p>	<p><b>California Highway Patrol</b></p> <p>2720 Wilcox Rd Stockton, CA 95215 (209) 943-8666</p>	<p><b>Caltrans District 10</b></p> <p>1976 E. Dr. MLK Jr. Blvd Stockton, CA 95205 (209) 948-7543</p>
<p><b>City of Stockton Fire Department</b></p> <p>425 N. El Dorado St Stockton, CA 95202 (209) 944-7543</p>	<p><b>Lathrop-Manteca Fire District</b></p> <p>19001 Somerston Pkwy Lathrop, CA 95330 (209) 941-5100</p>	<p><b>Linden-Peters Fire District</b></p> <p>17725 E. State Route 26 Linden, CA 95236 (209) 887-3710</p>
<p><b>French Camp-McKinley Fire District</b></p> <p>310 E. French Camp Rd French Camp, CA 95231 (209) 982-0592</p>	<p><b>Ripon Fire District</b></p> <p>142 S. Stockton Ave Ripon, CA 95366 (209) 599-4209</p>	<p><b>South San Joaquin County Fire Authority</b></p> <p>835 Central Ave Tracy, CA 95376 (209) 831-6444</p>



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# COMMUNITY DEVELOPMENT DEPARTMENT TEMPORARY USE PERMIT – SPECIAL EVENT

FILE NUMBER: \_\_\_\_\_

EVENT: \_\_\_\_ OF 4

Owner Information		Applicant Information			
Name:		Name:			
Mailing Address:		Mailing Address:			
Phone:		Phone:			
Email:		Email:			
Project Description (Attach additional sheets as necessary)					
Description of Event(s):					
Property Information					
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Event Details					
Date(s) of event:			Time of event:		
Maximum attendees at one time:	Parking spaces provided:	Number of employees/volunteers:			
AUTHORIZATION SIGNATURES					
<p>I, the Owner/Applicant/Agent, agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:</p> <p><b>1. INDEMNITY:</b></p> <p>A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");</p> <p>B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.</p> <p>C. Except as to the County's sole negligence or willful misconduct.</p> <p><b>2. DEFENSE:</b></p> <p>A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.</p> <p>B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.</p> <p>C. If I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.</p>					
Print Name: _____		Signature: _____		Date: _____	
Print Name: _____		Signature: _____		Date: _____	
Print Name: _____		Signature: _____		Date: _____	



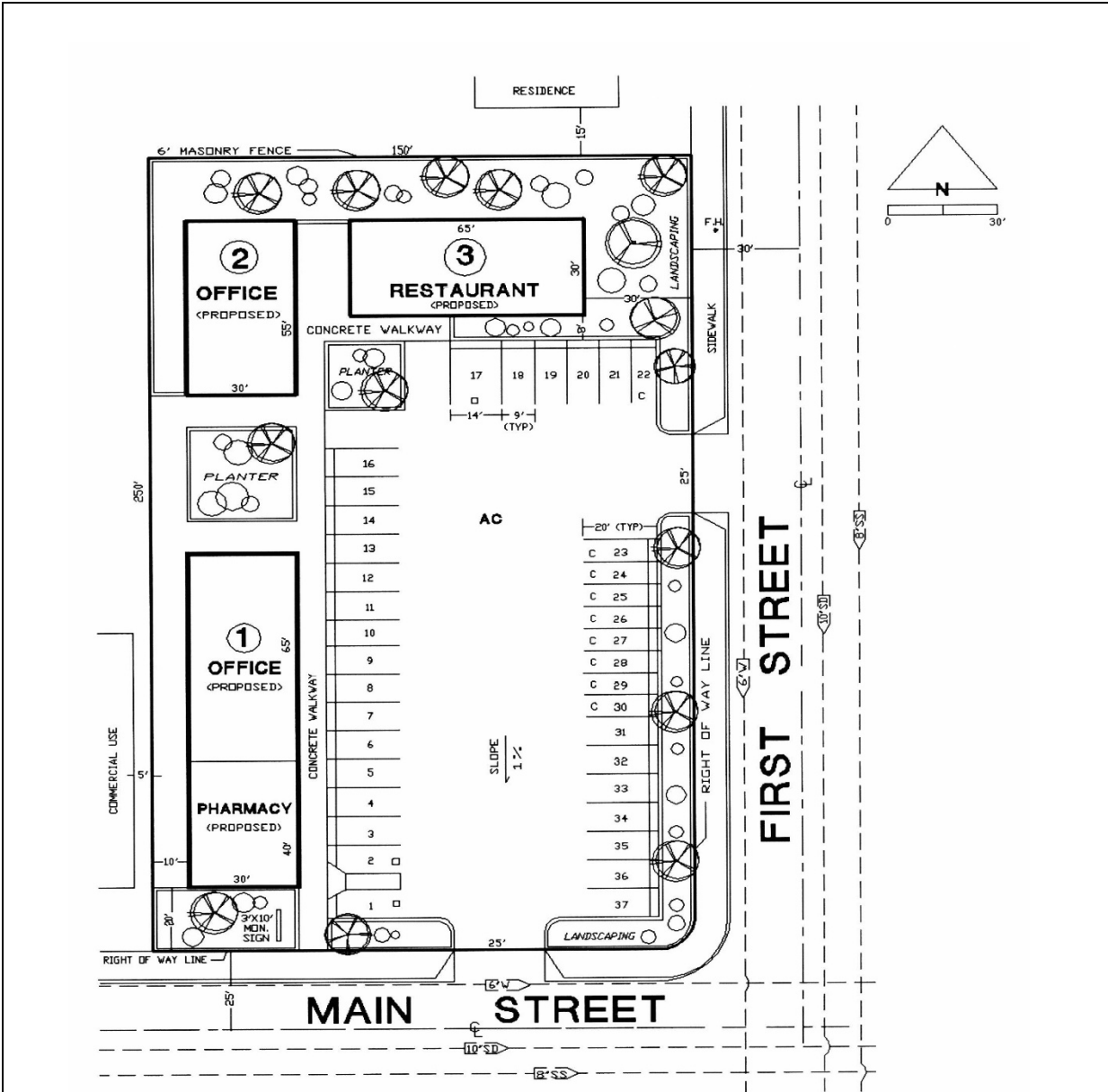
# COMMUNITY DEVELOPMENT DEPARTMENT TEMPORARY USE PERMIT – SPECIAL EVENT

FILE NUMBER: \_\_\_\_\_

EVENT: \_\_\_\_ OF 4

Tentative Approval			
Planning Division		Date	
Agency & Department Review			
		APPROVED FOR SPECIAL EVENT	
Signature:		YES	NO
<b>Building Inspection Division</b>	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>Department of Public Works</b>	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>Fire Department:</b> _____	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>Environmental Health Department</b>	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>San Joaquin County Sheriff's Office</b>	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>Other:</b> _____	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Signature:		YES	NO
<b>Other:</b> _____	Date	<input type="checkbox"/>	<input type="checkbox"/>
Conditions & Comments:			
Final Approval			
Planning Division		Date	

# SAMPLE SITE PLAN



C=COMPACT PARKING SPACES

PROPOSED STRUCTURES - PARKING								
STRUCTURE NUMBER	PROPOSED USE	GFA (sq.ft.)	HIGHEST FLOOR	OVERALL HEIGHT	EMPLOYEES (EST.)	MINIMUM PARKING	PROPOSED PARKING	HANDICAP PARKING
1	OFFICE	1950	1	25'	2	8	8	1
1	PHARMACY	1200	1	25'	2	8	8	1
2	OFFICE	1650	2	35'	6	7	7	
3	RESTAURANT	1950	1	22'	6	14	14	1



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**NUISANCE RESPONSE PLAN**

FILE NUMBER: \_\_\_\_\_  
DATE FILED: \_\_\_\_\_

**Project Type**

Type of Application Associated with the Nuisance Response Plan (*please attach*):

- Special Event
- Short-Term Rental
- Other (explain):

**Property Information**

Assessor Parcel Number(s)	Property Address	Property Size	Williamson Act Contract (Y or N)

**CONTACTS**

*(Listed contacts must be available for the times given, or a revised Nuisance Response Plan must be submitted. A maximum of 4 contacts may be listed.)*

**Contact #1**

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

**Contact #2**

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

**Contact #3**

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:

**Contact #4**

Available during the following times:

- 7 AM to 10 PM
- 10 PM to 7 AM
- 24 HRS
- Weekends Only (Friday 10 PM to Sunday 10 PM)

Name:

Mailing Address:

Phone:

Email:



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**SPECIAL EVENT PERMIT NOTICE RE PRIVATE PERSON ARREST**

San Joaquin County Community Development Department has tentatively approved your Special Event Permit. This permit does not allow you to disturb the peace or create a public nuisance. The following are the laws pertaining to Disturbing the Peace and the definition of a Public Nuisance, which includes the potential for a private person arrest under the Penal Code. Please review and familiarize yourself with the following laws as well as the conditions of your Special Event Permit to ensure a safe, enjoyable, and successful event.

**DISTURBING THE PEACE 415 PC**

**415 PC.** Any of the following persons shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than four hundred dollars (\$400), or both such imprisonment and fine:

- (1) Any person who unlawfully **fighters in a public place** or challenges another person in a public place to fight.
- (2) Any person who maliciously and willfully **disturbs another person by loud and unreasonable noise**.
- (3) Any person who **uses offensive words in a public place** which are inherently likely to provoke an immediate violent reaction.

If a private person wishes to make a private person arrest, the law enforcement officer now has a lawful duty to proceed and assist the complaining party in such action. 415 PC states that the violation of 415 (2) PC requires the violation to occur in a willful and malicious manner. This requirement will be met by the violator's actions such as being notified about prior violations or the violator states that he/she does not care about his or her neighbor's request or the refusal of the violator to immediately cease the existing nuisance. Each party wanting to make a private person's arrest shall be contacted and afforded the opportunity to make a private person arrest for the nuisance violation. Multiple private person arrests can be made against the same responsible person creating the nuisance.

## **PUBLIC NUISANCE LAWS**

### **PUBLIC NUISANCE DEFINED**

**370 P.C.** Anything which is injurious to health, or is indecent, or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property by an entire community or neighborhood, or by any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin, or any public park, square, street, or highway, is a public nuisance.

### **PUBLIC NUISANCE, UNEQUAL ANNOYANCE OR DAMAGE**

**371.P.C.** An act which affects an entire community or neighborhood, or any considerable number of persons, as specified in the last section, is not less a nuisance because the extent of the annoyance or damage inflicted upon individuals is unequal.

### **PUBLIC NUISANCE, MAINTAINING, COMMITTING; BREACH OF DUTY OF REMOVAL**

**372.P.C.** Every person who maintains or commits any public nuisance, the punishment for which is not otherwise prescribed, or who willfully omits to perform any legal duty relating to the removal of a public nuisance, is guilty of a misdemeanor.

### **PUBLIC NUISANCE, CONTINUANCE AFTER NOTICE TO ABATE; SEPARATE OFFENSE EACH DAY; CONTINUOUS PROSECUTION**

**373a.P.C.** Every person who maintains, permits, or allows a public nuisance to exist upon his or her property or premises, and every person occupying or leasing the property or premises of another who maintains, permits or allows a public nuisance to exist thereon, after reasonable notice in writing from a health officer or district attorney or city attorney or prosecuting attorney to remove, discontinue or abate the same has been served upon such person, is guilty of a misdemeanor, and shall be punished; accordingly, and the existence of such nuisance for each day after the service of such notice shall be deemed a separate and distinct offense, and it is hereby made the duty of the district attorney, or the city attorney of any city the charter of which imposes the duty upon the city attorney to prosecute state misdemeanors, to prosecute all persons guilty of violating this section by continuous prosecutions until the nuisance is abated and removed.

*I acknowledge receipt of this, and I understand that the Special Event Permit issued to me does not allow for the disturbance of anyone's peace; and continuing to do so subjects me to arrest and/or citation by a Private Persons Arrest.*

NAME (Please Print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE OF EVENT \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ADDRESS/ LOCATION OF EVENT \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_