



COMMUNITY DEVELOPMENT RESOURCE AGENCY
Planning Services Division

AUBURN OFFICE
3091 County Center Dr., Auburn, CA 95603
530-745-3000/FAX 530-745-3080
Website: www.placer.ca.gov
Email: planning@placer.ca.gov

TAHOE OFFICE
775 North Lake Blvd., Tahoe City, CA 96146
P.O. Box 1909, Tahoe City, CA 96145
530-581-6280/FAX 530-581-6282

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 of 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.

* EXAMPLE *



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Application Intake – To be Completed by County

File No:	Date Filed:
Accepted by:	Major Project: ☐ Yes ☐ No
Zoning:	Hearing Body: ☐ ZA ☐ PRC ☐ PC ☐ BOS ☐ N/A
GP Designation:	Pre-Development Application Number:
General/Community Plan:	Acceptable for EQ Filing: ☐ Yes ☐ No
Taxes Paid: ☐ Yes ☐ No	Notice Posters Provided: ☐ Yes ☐ No

1. Application / Entitlement Type – To be Completed by Applicant. See Filing Instructions for Each

☐ Additional Building Site	☐ Farmworker Housing	☐ SB 330 Residential Project Preapplication
☐ Administrative Approval Relief from Standards	☐ Farmland Security Zone	☐ SB 9 Land Division
☐ Administrative Approval of Cellular Antenna	☐ Fireworks Display	☐ Sign Permit
☐ Administrative Review Permit	☐ General Plan Amendment	☐ Specific Plan
☐ Appeal	☐ Major Subdivision	☐ Specific Plan Administrative Modification
☐ Certificate of Compliance	☐ Minor Boundary Line Adjustment	☐ Specific Plan Amendment
☐ Community Plan Amendment	☐ Minor Land Division	☐ Specific Plan Density Transfer
☐ Conditional Use Permit	☐ Minor Use Permit	☐ Tahoe – Site Assessment
☐ Design Review Agreement	☐ Modification to Approved Project	☒ Temporary Outdoor Event
☐ Development Agreement	☐ Predevelopment Meeting – Major	☐ Tree Permit
☐ Environmental Questionnaire – Minor EQ	☐ Predevelopment Meeting - Minor	☐ Variance
☐ Environmental Questionnaire – Standard	☐ Previously Approved CEQA Document	☐ Williamson Act
☐ Exemption Verification from CEQA	☐ Rafting Permit	☐ Voluntary Merger
☐ Extension of Time	☐ Rezone	

2. Project

Project Name:	Placer County Farm and Barn Tour 2023
Project Location:	1122 Farmland Lane, Auburn, CA 95603
Assessor's Parcel Number(s):	123 - 456 - 789
Size of Property (acreage or square footage):	10 acres

3. Applicant or Representative

Name:	Jane Smith
Mailing Address (include city and zip):	1122 Farmland Lane, Auburn, CA 95603
Telephone:	530-555-1234
Email:	smithfarms@smithfarms.com

4. Property Owner

Name:	Jane Smith
Mailing Address (include city and zip):	1122 Farmland Lane, Auburn, CA 95603

Telephone: 530 - 555-1234	Email: smithfarms@smithfarms.com
5. Architect / Engineer	
Company Name: n/a	
Representative:	
Mailing Address (include city and zip):	
Telephone:	Email:
6. Project Description: Describe the project in detail including project purpose, size of buildings, acres, number of units, phasing, operational characteristics and associated construction activities. If project description exceeds space below include as a supplement to the application.	
Participate in the annual Farm and Barn tour including our daily activities with attendees. Showing attendees how we harvest our crops, having a fun family day of juicing mandarins, mandarin milkshakes, mandarin jelly.	
7. Indemnification	
The applicant shall, upon written request of the County, pay or, at the County's option, reimburse the County for all costs for preparation of an administrative record required for any such action, including the costs of transcription, County staff time, and duplication. The County shall retain the right to elect to appear in and defend any such action on its own behalf regardless of any tender under this provision. This indemnification obligation is intended to include, but not be limited to, actions brought by third parties to invalidate any determination made by the County under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) for the Project or any decisions made by the County relating to the approval of the Project. Upon request of the County, the applicant shall execute an agreement in a form approved by County Counsel incorporating the provision of this condition. Applicant(s) agree to defend, indemnify and hold harmless the County of Placer, the County Board of Supervisors, and its officers, agents, and employees, from any and all actions, lawsuits, claims, damages, or costs, including attorney's fees awarded by a certain development project known as:	
Owner Signature: Jane Smith	Printed Name: Jane Smith
Owner Signature:	Printed Name:
8. Authorizations	
☐ I hereby authorize the above-listed applicant to make application for project approvals by Placer County, to act as my agent regarding the above-described project, and to receive all notices, correspondence, etc. from Placer County regarding this project, or ☐ As owner, I will be acting as applicant. In addition, as owner, I will defend, indemnify, and hold Placer County harmless from any defense costs, including attorneys' fees or other loss connected with any legal challenge, brought as a result of an approval concerning this entitlement. I also agree to execute a formal agreement to this effect on a form provided by the County and available for my inspection. ☐ Signatures of both the Transferring and Acquiring Property Owners are required for a Boundary Line Adjustment. Boundary Line Adjustments shall not be used to create new parcels. ☐ The signature below authorizes any member of the Placer County Development Review Committee (DRC), and other County personnel as necessary, to enter the property/structure(s) that is (are) the subject of this application.	

☐ The Planning Division is prohibited from accepting applications on tax delinquent properties pursuant to Board of Supervisors direction.

☐ Prior to the commencement of any grading and/or construction activities on the property in question, that are based upon the entitlements conferred by Placer County permit approval(s), the applicant should consult with the California Department of Fish & Wildlife (DFW) to determine whether or not a Streambed Alteration Agreement [§1603, CA Fish & Game Code] is required. The applicant should also consult with the U.S. Army Corps of Engineers to determine whether or not a permit is required for these activities pursuant to Section 404 of the Clean Water Act. Fees may be required to be paid to the Department of Fish and Game for their participation in the environmental review process as required by State law. **The applicant's signature on this application form signifies an acknowledgement that this statement has been read and understood.**

Owner Signature: 	Printed Name: <u>Jane Smith</u>
Owner Signature:	Printed Name:

9. At-Cost Entitlement Processing Disclosure for MAJOR Projects (Required for MAJOR Projects Only)

☐ In accordance with the adopted County Fee Ordinance, many of the entitlements (land use permits) applied for through the Community Development Resource Agency are processed "at-cost". The fee paid at the time of filing of the initial project application is a deposit. Staff time and other direct expenses (i.e., public noticing) will be charged against the deposit. A detailed invoice will be sent monthly.

☐ Staff time includes field visits, travel time, consultations in the office or by telephone, staff report preparation, public hearing and entitlement processing. Time may also include research for special/unique situations.

Placer County departments involved in the entitlement process may include, but are not limited to, the Community Development Resource Agency, Facility Services including the Parks and Environmental Engineering Divisions, Department of Public Works, Environmental Health, the County Executive Office and County Counsel. For questions regarding potential charges or fees, please contact this office for clarification.

☐ It is the policy of the Placer County Community Development Resource Agency to process applications in an efficient and timely manner. A time accounting and reporting system is in place to track activities associated with application processing.

Acknowledgement of At-Cost Project Processing

I have submitted an application deposit of: \$

☐ I understand that if charges associated with staff time exceed this deposit, I will be billed based on actual time spent. The hourly rate in effect at the time the service is actually performed shall apply. Invoices will be mailed to the address on the application. I have 10 days from receipt of an invoice to contact the County with any questions regarding the charges or the invoice will be deemed correct and payable as presented.

☐ Once the decision-making body has taken final action on the project, upon written request, any unused deposits will be refunded to the person or firm from whom a deposit has been received.

Past Due Accounts

☐ 30 Days Past Due: Environmental documentation will not be released; the project will not be presented to a hearing body; and the County will not issue a permit.

☐ 60 Days Past Due or Balance Due is $\geq$ \$5,000: A Stop Work Status will be issued and all County land use departments will cease work until the account is paid.

☐ 90 Days Past Due: The account will be forwarded for collection.

Owner Signature:	Printed Name:
Owner Signature:	Printed Name:

* EXAMPLE *



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TEMPORARY OUTDOOR EVENT QUESTIONNAIRE

An application for a Temporary Outdoor Event must be filed 45 days prior to the proposed event. The application must be accompanied by written responses to the questionnaire below.

FOR AGRICULTURAL-RELATED EVENTS ONLY

Once the Temporary Outdoor Event (TOE) application has been completed, it should be taken to the Agricultural Commissioner's office for their review/signature. Afterwards, the application can be submitted to the Planning Division with the required information (Attachment A).

Agricultural Commissioner Verification of Fee Exempt Agricultural Promotional Event

The Agricultural Commissioner has determined that the proposed Temporary Event is for the purpose of promoting agriculture or is related to agricultural operations in the County. Pursuant to County Code Section 2.116.050(D), the proposed event qualifies for a permit "fee waiver" for this application.

Placer County Agriculture Commissioner

Date

ALL APPLICATIONS - PLEASE PROVIDE THE FOLLOWING INFORMATION

Applicant/Owner Information	
Name of Event:	Farm and Barn Tour 2023
Property Owner/Applicant:	Jane Smith
Mailing Address:	1122 Farmland Lane, Auburn, CA 95603
Telephone Number:	530-555-1234
Email Address:	smithfarms@smithfarms.com
Taxes Paid:	☒ Yes ☐ No

Event Location Information	
Assessor's Parcel Number(s):	123-456-789
Parcel Size:	10 acres
Location and Date of Event:	1122 Farmland Lane, Auburn 10/8/2023
Event Hours:	10am to 4pm
Number of attendees per day:	200

Maximum number of people expected at any given time: 100
Will alcohol be served?: ☐ Yes ☒ No
If Yes, provide information pertaining to licensing requirements of the State Department of Alcoholic Beverage Control below:
Description of Event: Farm tour, agricultural promotion, mandarin demos: juice and jam

Event Parking and Traffic Control
Does the proposed event front on a County road or State Highway: ☒ Yes ☐ No
If yes, what is the name of the road: Farmland Lane
Describe parking accommodations for event participants below: 3 acres flat open field
Will any mass transit traffic result from the event (i.e. buses, shuttles): ☐ Yes ☒ No
If yes, describe type and volume below and show proposed transit stop locations on site plan:
What are the expected peak hours of traffic to be caused by the event: none
Is on or off-site traffic control proposed for the event: ☒ Yes ☐ No
If yes, please describe: family to assist with parking

Environmental Health Services
Are spectators or participants remaining overnight: ☐ Yes ☒ No
If yes, describe accommodations below:
What types of solid waste (garbage) will be produced during the event? Describe quantity and how it will be disposed of below: a private dumpster on property to be picked up after event, 10/9/2023.

Describe the proposed source/type of drinking water for the public: <u>bottled water</u>
Are food facilities associated with the event: ☒ Yes ☐ No
If yes, please describe below: <u>mandarin juices, shakes, fresh mandarins, jams and other mandarin products.</u>
Describe location, number and type of restroom facilities for the event below: <u>portable restrooms will be provided</u>

Event Noise
Will there be live music at the event: ☐ Yes ☒ No (NOTE: Music must comply with Article 9.36 of the Placer County Code)
If yes, Will the music be amplified : ☐ Yes ☐ No
Will the music be indoors or outdoors:
During what hours will the music occur:
Will there be any other amplification of sound: ☐ Yes ☐ No
If yes, please explain:
What is the expected noise levels at the nearest residential and/or property lines:

Grading, Fire Safety and Air Pollution
Will there be any site grading or gravel, soil, etc. imported to or exported from the site related to the event: ☐ Yes ☒ No
If yes, how many cubic yards of material will be imported or exported:
Describe material sources or disposal sites, transport methods and haul routes below:
How distant are the nearest fire protection facilities:
Is any stationary equipment classified as 50 horsepower or greater being used for event: ☐ Yes ☐ No
What is the nearest emergency source of water for fire protection purposes? Describe the source and location:
If yes, contact the Air Pollution Control District at (530) 745-2330, located at 110 Maple St. Auburn, CA 95603 for information pertaining to stationary source permit requirements.

Include Site Map

Google Maps Okay