



# SPECIAL OUTDOOR EVENT APPLICATION

PLANNING DIVISION  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763  
 (909) 625-9477  
 www.cityofmontclair.org

Pursuant to Chapter 11.68 of the Montclair Municipal Code, any civic, cultural, charitable or religious organization desiring to conduct a temporary, time-specified Special Outdoor Event within the City of Montclair shall first obtain a Special Outdoor Event Permit from the Department of Community Development. The applicant shall comply with all applicable regulations and requirements of the Montclair Municipal Code and other applicable Federal, State and local laws governing such event or activity.

Sponsoring Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Location of Special Event \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Description of Special Event \_\_\_\_\_

Date(s) and time(s) of event \_\_\_\_\_ Date of last similar event \_\_\_\_\_

Will this special event involve the following?	YES	NO	Explain if "YES"
<input type="checkbox"/> Use of temporary structure or tent over 200 square feet?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Use of temporary signs, banners or other advertising devices?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Sale or dispensing of alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Live entertainment or public dancing?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Charge of an admission fee to the general public?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Require temporary public street closure or traffic control?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please provide a plot plan on the reverse side of this application showing the exact layout of the proposed special event.

ACKNOWLEDGEMENT: I, \_\_\_\_\_, do hereby declare that, under penalty of perjury, that all information in this application is true and accurate to the best of my knowledge, and further agree to comply with all conditions of this permit approval and all the provisions of the Montclair Municipal Code pertaining to Special Outdoor Events. I further agree to indemnify and hold harmless the City of Montclair from any liability as a result of the granting of this permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FEE: \$35.00**

Clean-Up Deposit (\$350)     Clean-Up Deposit On Account

APPROVED

DENIED    by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**CONDITIONS OF APPROVAL**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

CASHIER VALIDATION

# **SPECIAL OUTDOOR EVENT PLOT PLAN**

**Street Location:** \_\_\_\_\_

**Note:** Please show details of all outdoor display or activity areas, existing and proposed buildings, fences, parking layout, walkways, driveways, public streets and other relevant information on the drawing. You may also attach a separate drawing or brochure explaining the proposed event.



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