

**SPECIAL EVENT PERMIT REQUEST PROCESSING**

***Purpose***

To set forth City policy concerning administration and control of special events. Special events include activities as defined in Chapter 11.03 of Title 11 of the Newport Beach Municipal Code. Requests that include activities for which the Municipal Code requires a permit to be obtained may be included in the special event permit process.

***Policy***

It is the policy of the City Council to ensure that the numerous special event activities permitted by the City do not negatively affect the community, that requests for permits are efficiently processed by staff, that City liability is eliminated, that all appropriate insurance requirements are met, and that costs for municipal services provided are kept at a reasonable level and recovered from the event sponsors. Affected City departments shall be notified of special event permit requests in accordance with the schedule attached and provide recommendations on how to conduct the event safely, lawfully and with a minimum negative impact on the community.

It is the responsibility of the Recreation and Senior Services Director to coordinate the administration of special events and to be the central contact point for residents or other event sponsors, as well as the various City Departments having influence or control over aspects of any given event. Requests for special event permit applications will be received by a special event supervisor in the Recreation and Senior Services Department and routinely routed to appropriate departments for investigation. Each department will investigate the proposed event and make a recommendation for approval or denial of the event. If recommended for approval, recommended conditions for approval will also be presented.

Events that include the following activities or aspects shall be additionally reviewed by the departments indicated:

<u>Activity</u>	<u>Reviewing Department</u>
Fireworks	Fire Department Police Department City Manager
Tents and Canopies	Fire Department Building Division
Requests on the Harbor	Harbor Department Orange County Sheriff's Harbor Patrol Bureau

<u>Activity</u>	<u>Reviewing Department</u>
Requests on the Balboa Pier	Public Works Department
Requests on McFadden Plaza	Public Works Department
Requests on the Newport Pier	Public Works Department
Requests on Public Beaches	Harbor Department Public Works Department Fire Department
Requests in a Public Park	Recreation and Senior Services Department Public Works Department
Requests to Deviate from Use Permit	Community Development Department
Requests at a Commercial Location	Community Development Department
Signs and Banners on Private Property	Community Development Department
Signs and Banners on Public Property	Public Works Department
Amplified Sound at a Commercial Location	Community Development Department Police Department
Amplified Sound at a Residential Location	Police Department Revenue Division
Temporary Street or Sidewalk Closures	Public Works Department
Sidewalk Sales	Public Works Department Community Development Department
Use of Public Property	Human Resources Department
Public Food Service	Orange County Health Care Agency
Use of Back Bay Drive	California Department of Fish and Wildlife Public Works Department County of Orange

If each department reviewing a special event permit application recommends approval of issuance of the permit, a permit will be issued to the applicant listing the conditions provided by each department. The City Council may authorize approval of any request for special event permit when:

- A. Required by Municipal Code.
- B. When a Level 3 Special Event Permit has been denied and the applicant chooses to appeal the denial.

### ***Residency Requirements***

For purposes of this City Council Policy, there are two types of special event permit applicants: (1) a business or organization; or (2) a natural person. The determination between the two types of applicants is determined by who is financially and legally responsible for all components of the event, including permitting, providing liability insurance, attending meetings, conducting event correspondence with the City, and paying all event related fees as well as retaining the profits generated by the event. For purposes of this City Council Policy and for special event permit fees, a “resident” is defined as:

1. A business or organization which owns or leases property within the City and is registered, incorporated or conducts its business from the owned or leased property within the City; or
2. A person that lives permanently or on a long-term basis in the City.

Post Office Boxes do not qualify a business, organization, or individual for residency status under this City Council Policy or special event permit fees.

### ***History***

Adopted I-7 – 1-24-1994  
 Amended I-7 – 2-24-1997  
 Amended I-7 – 5-8-2001  
 Amended I-7 – 4-8-2003 (changed to B-7)  
 Amended B-7 – 4-13-2004  
 Amended B-7 – 9-13-2005  
 Amended B-7 – 8-11-2009  
 Amended B-7 – 5-12-2015  
 Amended B-7 – 8-8-2017  
 Amended B-7 – 11-14-2023