Special Event Permit Applications

Applying For A Citywide Special Event Permit
The following information has been developed to guide you through the Citywide Special Event Permit Process and to provide you with guidelines and requirements associated with special event management in the City of San Diego. As one reads through the Planning Guide and completes the Citywide Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. Organizers need only provide information to us about the elements of event planning that relate to your particular special event.

The enclosed designed to help Event organizers navigate the process to obtain community support for special events that occur on public property. By following these guidelines event organizers can work with the community to build support for their event, a necessary step to secure a special event permit from the City of San Diego. Typical events includes runs, walks, fundraisers, festivals, parades; in other words, any event that will close off any part of a La Jolla public park or public street for a private, paid admission, or open to the public event.

City of San Diego
Permits are issued by the City of San Diego Office of Special Events. As first step one should review their website: www.sandiego.gov/specialevents

On this site you will find:

- Updated Permit Information, including CEQA
- Exemplar of Events Already Permitted
- Special Events Planning Guide
- Citywide Special Event Permit Application

As part of the application process and refining your proposal the City may require one to interact with a variety of City departments including Parks & Recreation, Fire/Safety, Police, etc.

Application Fee
The following fees have been approved by the San Diego City Council and apply to Special Event Permit Applications:

- $150 for applications received sixty or more days prior to an event.
- $10 per business day late fee in addition to the $150 application fee for permit applications submitted less than sixty days prior to an event.

Application and Late Fees are non-refundable.
You will be invoiced for your application fee once your special event permit application has begun the permit review process. The special event permit application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that a Special Event Permit application is complete nor does it guarantee that any or all aspects of the application will be approved.

**CEQA Review**

Pursuant to the California Environmental Quality Act (CEQA), the City of San Diego will perform environmental review of all Special Event Permit Applications that: (1) Are received by the City on or after July 1, 2014; or, (2) Have Special Event dates on or after January 1, 2015.

CEQA is a California state law that requires public agencies such as the City to consider the impact of their actions on the environment. A public agency is required to apply CEQA when it undertakes activities defined by CEQA as “projects”, including the approval of permits, where a public agency uses its discretion to grant such approval. As defined by CEQA, the term “project” generally refers to the whole of an action which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Because Special Events have the potential to affect the environment and because the City has the authority to condition, approve, or deny a Special Event Permit Application, state law requires the City to perform environmental review of the project prior to the issuance of a Special Event Permit.

**Resident Outreach**

It is critical to reach out to those that might be affected by your event before starting the permit process. Examples include residents that might be affected by noise, traffic congestion or merchants affected by street closures. Working with those that may be impacted, addressing their concerns, and gaining their support will make the Permit process easier.

**Community Review**

Community organizations provide a forum for the community to learn about the Event and express their concerns about potential impacts. The organization will discuss the Proposal and offer its recommendation. Organizations typically meet only once a month and need at least one to two weeks advance notice to be placed on their Agenda. Depending on the community organization they can provide (a) a show of support or (b) a recommendation for approval to the city. The City of San Diego Office of Special Events is the decision maker on whether to issue a permit and they rely on evidence of strong community support.
Community Organizations and Jurisdiction

_Events at La Jolla's Public Parks, Shoreline Parks, and Beaches_

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<th>La Jolla Parks &amp; Beaches Committee</th>
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<td>All other shoreline parks</td>
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Events seeking closure of a public street or reservation/closure of on-street parking:

Step 1: La Jolla Traffic & Transportation Board

Step 2: La Jolla Community Planning Association which makes a recommendation to the city under authority granted by Council Policy 600-24. Carried forward to La Jolla Town Council for Ratification

Submittal Requirements for Community Review

Generally community organizations will need to see the same information (event layout, hours, parking and detour plans, etc.) that you are submitting to the City. Some organizations (especially those overseeing parks) may have additional requirements. Events having significant impact on residences or merchants may be required to submit petitions demonstrating support for the event.