City of Sierra Vista
Community Event Permit Application
& Information Packet

Table of Contents

Community Event Definition……pg. 3

Suggested Timeline …… pg. 3

Submitting the Application…….. pg. 4

Possible Reasons for Denial of Applications and Permits……pg. 5

Key Points…… pg. 6

Appendix

Appendix A Community Event Permit Document Checklist…….. pg. 10

Appendix B Fee Schedule…….. pg. 11

Appendix D Temporary Sign Permit Application example …….. pg. 12

Appendix E Veterans Memorial Park Site Layout Map…… pg. 13

Appendix F Contact Information…… pg. 14

Road Closure Permit Application.....pg.15-16

Community Event means any planned event that takes place outside on public property including parks, streets, and/or sidewalks that is open to the general public, appeals to a broad representation of ages and interests, and offers a cultural, artistic, educational, or entertainment experience. It may also be an event that combines more than one category of event, such as a race and exhibition in a park.

Suggested Timeline for Submitting Required Items

Events Requiring Special Use Permits for Alcohol	Events without Alcohol
Minimum 90 Days Before the Event	**Minimum 60 Days Before the Event**
• Community Event Permit Application • Reserve Park if Applicable • Site Map • Pre-planning meeting with City of Sierra Vista Staff • Application for temporary Liquor License to AZ Department of Liquor Licenses and Control	• Community Event Permit Application • Reserve Park if Applicable • Site Map • Pre-planning meeting with City of Sierra Vista Staff if necessary • Temporary Sign Permit • Pay deposit of 25% for City services
Minimum 60 Days	**Minimum 45 Days**
• Parking Requirements • Security Plan • App for CoSV Temporary Liquor License and $25 processing fee Request to place Special Event liquor license on City Council Agenda • Notify Cochise County Health Department of event* • Pay deposit of 25% for City services • Temporary Sign Permit	• Parking Requirements • Notify Cochise County Health Department of event* • Pay deposit of 25% for City services
Minimum 30 Days	**Minimum 30 Days**
• Insurance certificate • Final Site Map • Event Timeline & On-site Contacts • Full payment of fees	• Insurance certificate • Final Site Map • Event Timeline & On-site Contacts • Full payment of fees

*If food vendors will be part of the event.

Submitting the Application
The review and approval process begins when a completed Community Event Permit Application, and as many associated documents as possible are submitted to the City's Leisure & Library Services Department (see checklist Appendix A). Applications and documents should be submitted based on the timeline for submitting required documents on page 1. Submitting an event application should not be considered as approval or confirmation of your event. All applications are reviewed on a first come, first serve basis.

After the Application is Submitted
Upon receipt of your application packet, a representative from the City will contact the event organizer. During the initial application process you will be allowed time to provide staff with all pending documents (e.g. certificate of insurance, security plan, race route, etc. - see Checklist Appendix A). These items must be received before final application approval and issuance of permit. Every effort will be made to complete the initial review in a timely fashion. Please do not begin advertising your event until your application is approved and a permit is issued. **Submission of an application does not equate to permit approval, and approval may take time if multiple meetings are required.**

Send Completed Application Packets to:

By Mail or in Person:
Oscar Yrun Community Center
Attn: Event Permit Application
3020 E. Tacoma Street
Sierra Vista, AZ 85635

By email:
EventPermit@SierraVIstaAZ.gov

Possible Reasons for Denial of Applications and Permits

The City reserves the right to deny a request for an Event Permit for any reason, including, but not limited to:

- The City cannot support an event of the size estimated due to required staff or services.
- Failure to comply with any federal, state or local law, ordinance(s) or guideline(s).
- The event will disrupt traffic within the city beyond practical solution.
- The event will unreasonably interfere with access of firefighting equipment and fire hydrants, or other first responder needs.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The event will require the diversion of enough City employees that allowing the event would unreasonably deny service to the remainder of residents. This includes City Holidays. *City resource requirements, if available, will be subject to additional cost to event organizer.*
- The event will interfere with another event for which permits have been issued.
- The application was not properly submitted and no effort was made to correct an incomplete application once applicant was notified.
- A reoccurring event happened that did not leave the site clean, pay for City services, or in any way disregarded the application and permits requirements.
- Anything the City of Sierra Vista deems unsafe.
- Failure to submit City of Sierra Vista Community Event permit application within the minimum timeframes noted.
- Estimated attendance and event is too large for the requested venue.
- Estimated attendance that is too small for the requested venue (ex: closure of a major roadway to facilitate a procession of a small number of people).
- The event may interfere with other City activities or use of the facilities by City residents.

Key Points

Alcohol: If alcohol is to be served or sold, sponsors must take those measures required for compliance with all City and State laws. Any serving of alcohol on public property requires permits from the Arizona State Department of Liquor Licenses and Control. For events on private property, if alcohol is sold (as opposed to served free of charge), appropriate permits are also required. Note that the required permits vary, depending upon the type of alcohol to be served. A checklist with the requirements for having alcohol at an event can be found here: http://www.azliquor.gov/series15.cfm.

City Right-of-Way: Events that happen in the city right-of-way that do not require road closure, but occur on the outside of a roadway such as on sidewalks, behind curbs and/or on multi-use paths require a Community Event permit. All sidewalks and multi-use paths are for public use; please give courtesy to any other pedestrian traffic needing to use these walkways. During non-road closure events, all roadways and streets must be kept clear of pedestrian traffic except at pedestrian crossings designated by the Arizona Revised Statutes. Please obey all traffic laws during your event.

Enforcement: City of Sierra Vista Police or Sierra Vista Leisure & Library staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

Event Signs: A temporary sign permit is required per City Development Code, Article 151.10, for all temporary signs, which are not permanently mounted, and are displayed for a limited period of time. The Temporary Sign Permit, with more information, can be found in appendix D of this packet.

Food Vendors: If food vendors will be part of the event, the Cochise County Health Department (CCHD) must be notified 60 days out from your event and a final list of all food vendors must be submitted to CCHD no later than 2 weeks/14 days prior to the event. All food vendors are required to obtain the appropriate permit from the Cochise County Health Department. Note that these permits must be maintained on site throughout the event and presented upon request.

Hours: Parks that can be reserved include Veterans' Memorial Park, Hubert Tompkins Park, and Len Roberts Park, which are all closed after 11pm. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated. Set up and tear down may occur outside of event hours, subject to approval by the City. Desired start times should be included on page 6 of this application and submitted for approval.

Support Fees: Event organizers are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

Insurance: The Applicant agrees to obtain and maintain insurance coverage of the types and amounts required in this section and keep such insurance coverage in force throughout the life of the contract. The City of Sierra Vista shall be named as "Additional Insured" on the insurance certificate, and a copy of the certificate shall be provided to the City of Sierra Vista's Leisure & Library Services Department. All policies shall contain an endorsement providing that written notice must be given to the City of Sierra Vista at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage in any policy.

The Applicant shall obtain and maintain minimum insurance limits as follows:

COVERAGE AFFORDED	LIMITS OF LIABILITY
Worker's Compensation	Statute
Employer's Liability	$1,000,000
Commercial General Liability Insurance Including: (a) Products & Completed Operations (b) Blanket Contractual (c) Premises-Operations-Personal Injury	$1,000,000 Bodily Injury Combined Single Limit $1,000,000 Property Damage
Commercial Automobile Liability Insurance Including: (a) Non-Owned (b) Hired Vehicles	$1,000,000 Bodily Injury and Property Damage Combined Single Limit

Noise: Applicants must comply with the City's Noise Ordinance. The City's Noise Ordinance can be found in Chapter 91.10 Section Y of the City Code of Ordinances. Failure to comply with the City's Noise Ordinance may result in the early termination of your event and revocation of your permit.

Permit posting: Special event permits should be held at the event by the event contact person, and presented upon request.

Restrooms/Trash/Cleanup: The City may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant. Trash fees are in addition to park reservation fees.

Reservation of the Centennial Pavilion: If the event planners desire to hold a community event in Veterans' Memorial Park and use the Centennial Pavilion, both a reservation for the park and for the Pavilion is required, with separate fees for both. If sound and lighting are needed, city staff must arrange for technicians from the Buena Performing Arts Center which carries significant fees. A reservation of the Pavilion does not necessarily mean technicians will be available on the requested date.

Reservation of parks: If the event planners desire to hold the community event in a city park, a park reservation is required and carries a fee. Parks with reservable space include Veterans' Memorial Park, Hubert Tompkins Park, and Len Roberts Park. Veterans' Memorial Park is the only city park that can accommodate more than 100 people at an event. Events in Veterans' Memorial Park with over 300 people in attendance require a reservation of the entire park. Available space, particularly on weekends, fills up quickly, so reservations should be made as soon as possible. Vehicles must be parked in designated parking lots only; any damages caused to park grounds by unauthorized vehicles will be the responsibility of the event organizer. A fee will be assessed for any additional tables requested beyond what is present at the rented location.

Road Closures: Events that require road closures require City resources and may carry significant fees. City resource support is subject to availability of personnel and equipment. Sierra Vista police officers must be retained if closures of intersections are necessary. For budgeting purposes, please estimate $45 per hour for each off duty police officer with a minimum of two hours. The number of officers and length of time required is determined based on a number of factors including (but not limited to) time of day, type of event, level of activity in the intersection, and estimated attendance.

Security: A security plan is required if alcohol will be served at the event. A checklist with the requirements for having alcohol at an event can be found here:
http://www.azliquor.gov/series15.cfm.

Tents: A canopy 20'x20' or smaller may not be staked in City park turf areas, and may only use weights to anchor the canopy. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. Any canopy larger than 20'x20' on City property requires Blue Stake marking no less than 3 days prior to installation.

Traffic and Parking: On site event parking is permitted in designated areas only. The Fire Marshal requires that all entries, exits and fire lanes be maintained. If the event will block a road or intersection, a complete traffic plan must be submitted. Please see Traffic Control Plan below for additional information. Events held on private property should provide parking in private parking areas. Justification for a special exception to allow parking within public rights of way may be submitted with the completed application packet for review. However, approval will be granted only in cases where an extreme hardship exists.

Site Map (a.k.a. event layout)
Site Map descriptions should be a map and detailed narrative including a description of activities in the event, such as event entry and exit, fencing, ID checkpoints, tent locations, and a time line of your event. Please attach the map and description to your application.

Routes for races or processions need to be approved by the City. Addendum with recommend approved routes available upon request.

Security Plan
A security plan is required for a temporary liquor license. More details can be found at: http://www.azliquor.gov/series15.cfm.

Please attach a Word document describing your security plan, including fencing, internal security and venue safety.

Traffic Control Plan
All events that restrict a City roadway require traffic control, and a traffic control plan submitted with the event application that meets MUTCD (Manual on Uniform Traffic Control Devices) standards. A sample Traffic Control Plan can be found at http://mutcd.fhwa.dot.gov/. Please refer to Figure 6H-19 (page 671) and Figure 6H-20 (page 673) of the 2009 MUTCD.

City traffic control devices **may be** provided for the event for a fee, or a certified barricade company using MUTCD (Manual on Uniform Traffic Control Devices) standards and devices may be used. **If an outside barricade company is used, the company and equipment must be approved by the City. The applicant is solely responsible for providing or making arrangements for barricades, traffic cones, signs, or support personnel for traffic control.** A list of barricade companies may be accessed here: http://tdot.tucsonaz.gov/tdot/local-barricade-companies.
Enforcement personnel are specifically required when event participants are required to cross a major roadway, to enforce road closures on all but local residential streets, and as otherwise noted. All road closures will require support personnel to enforce the closure.

The only recognized traffic control support personnel are State, County or City police (off-duty). Arizona Rangers are acceptable in the City limits, but only Sierra Vista police officers may be used for closing intersections. If deemed necessary by staff, a detour plan may be required.

Race Route
If a race is part of your event, submit an 8.5” x 11” event map/route involving City rights-of-way. The City's authority is confined to City-owned property (the public right-of-way). All routes must be approved by the City. Addendum with recommend approved routes available upon request.

Appendix A

Community Event Permit Document Checklist
**Not all will necessarily apply*

❒ Community Event Permit Application

❒ Temporary Sign Permit (separate application)

❒ Certificate of Insurance

❒ Park & Pavilion Rental (separate application)

❒ Traffic Control Plan - if applicable

❒ Security Plan - if applicable

❒ Restroom Facilities Plan - if applicable

❒ Trash removal and disposal/cleanup Plan (required)

❒ Notification to Cochise County Health Department (for sale of food and beverage)

❒ Application filed with AZ Department of Liquor Licenses and Control (if applicable)

❒ Application for temporary Liquor License with City of Sierra Vista (City Clerk's Office)
$25 dollar processing fee (paid to City of Sierra Vista at the City Clerk's Office/City Hall)
Request to Place special event liquor license on City Council Agenda

Appendix B

Fee Schedule

Security

Uniformed SVPD Police Support $45.00 per hour, per officer

Traffic Control Support

Uniformed SVPD Police Support $45.00 per hour, per officer

Street Closure Support

Small Event $1,080.00
Large Event $2,190.00

Event size will be determined by the Department of Public Works based on the number of support staff required to facilitate the required closures. Support includes setting out and picking up traffic cones and traffic barricades, and all signage per MUTCD (Manual on Uniform Traffic Control Devices) standards as required by law.

Parks Staff, Trash & Refuse Support

Fees will be determined by staff based on how many people are attending the event, the length of the event, size of dumpsters needed, and the number of staff needed to empty trash cans and add new liners to the cans within the park.

Appendix D

SAMPLE

Temporary Sign Permit Application

CITY OF SIERRA VISTA

TEMPORARY SIGN PERMIT APPLICATION

Department of Community Development
1011 N. Coronado Drive
Sierra Vista, Arizona 85635
Phone (520) 458-3315 Fax (520) 452-7023

PERMIT APPLICABILITY:

- A temporary sign permit is required for all temporary signs, which are not permanently mounted, regardless of construction material, and are displayed for a limited period of time. A temporary sign can be either a wall or freestanding sign.

REQUIREMENTS:

- All temporary signs, with the exception of special event signs, are to be located outside of the public right-of-way. Freestanding signs, with the exception of air puppets, are not to be closer than 20 feet from the curb of a street and 10 feet from the intersection of a driveway.
- Air puppets shall be located behind the property line, no closer to the pedestrian way (multi-use path or sidewalk) than the height of the sign. If there is no pedestrian way present, the setback should be measured from the curb of the street or the edge of the pavement.

TYPES OF TEMPORARY SIGNS:

- **Wall Signs:** Signs include banners and pennants. The maximum aggregate sign area shall be 1.5 square feet for every linear foot of building frontage. The height shall not extend above the roofline or the top of the parapet wall.
- **Freestanding Signs:** Includes Ground-Mounted, Inflatable, and Windblown Signs.
  - Ground-Mounted Signs. The total sign area shall be 16 square feet per sign face. The maximum height shall be 6 feet. The number shall be limited to one per street frontage.
  - Inflatable or Windblown Signs. The total sign area shall be 32 square feet. The maximum height shall not exceed the zoning height limit. The number of signs, with the exception of air puppets, shall not be regulated. Air puppets are limited to one per business name and one per building center, industrial park, commercial or industrial subdivision.

TYPES OF PERMITS: Only one type of permit can be used at one time with the exception of Holiday Permits.

- **Seven-Day Permit.** Applicable to all temporary signs except for air puppets. A maximum of ten 7-day permits may be issued consecutively in a calendar year.
- **Air Puppet Permit.** Applicable only to air puppets. The signs shall be limited to the zoning district height and shall only be issued for weekends and holidays.
- **Special Event Permit.** Only to be used by non-profit organizations or community-oriented functions. Applicable only to ground mounted signs, including A-frame signs. The signs can be located in the right-of-way up to 72 consecutive hours, provided they do not conflict with ADA requirements, pedestrian rights-of-way, and clear vision areas. A single permit will be issued annually for an organization's recurring event. The sign is limited to the name of the event, the location, dates and times, and directional information.
- **Saturday Promotion Permit.** Applicable to all temporary signs except for air puppets.
- **Going Out of Business Sale Permit.** Applicable to all temporary sign permits except for air puppets. The permit shall not exceed 30 consecutive calendar days per business within a 12-month period.
- **Holiday Permit.** Applicable to all temporary signs except for air puppets. The permit shall be issued between the Thanksgiving Holiday and New Year's Day and does not count toward the maximum number of allowed days for temporary signs.

Failure to comply with the terms of this temporary sign permit process shall result in revocation of all temporary permits for the remainder of the calendar year in which the permit was issued.

SIGN & LOCATION INFORMATION

PROPOSED DATES: _____ **TOTAL # NO OF DAYS** _____

PROJECT ADDRESS: _____

NAME OF BUSINESS: _____ **EVENT:** _____

CONTACT PHONE: _____ **CONTACT PERSON:** _____

Please CIRCLE the type of permit you are applying for and the **DIMENSIONS** of the sign(s).

Wall Sign, Free Standing, 7-Day Event, Air Puppet, Special Event, Saturday Promotion, Going Out Of Business, Holiday

_____

_____

SIGNATURE: _____ DATE: _____

SAMPLE

Appendix E

Veterans Memorial Park Site Layout Map

Appendix F

Contact Information

CoSV Department of Community Development (Temporary Sign Permit)
http://www.sierravistaaz.gov/egov/documents/1380919015_63168.pdf - Application
http://www.sierravistaaz.gov/egov/documents/1380843044_27436.pdf - Regulations
1011 N. Coronado Dr
Sierra Vista, AZ 85635
Phone: 520- 458-3315 Fax: 520-452-7023

Arizona Department of Liquor Licenses and Control
http://www.azliquor.gov/ - Main Page
http://www.azliquor.gov/series15.cfm - Application and Process Information
800 W. Washington, 5th Floor
Phoenix, AZ 85007
602-542-5141

City of Sierra Vista – City Clerk's Office
Special event Liquor License on Council Agenda
1011 N. Coronado Dr.
Sierra Vista, AZ 85635
520-458-3315

Cochise County Health Department
Environmental Health Division
4115 E. Foothills Dr.
Sierra Vista, AZ 85635
520-803-3930

Special Events Permit
Parade, Assemblage or Road Closure
Permit Application

This application must be returned to the City Clerk not less than 30 days before the scheduled event.

1. Permit is being requested for what type of event?

   Parade ☐ Assemblage ☐ Procession ☐ Road Closure ☐

2. Date Application Completed: _____

3. Date of Parade, Assemblage, or activity that requires a road closure or traffic control: _____

4. Purpose of the event: _____

5. Estimated number of participants: _____

6. Start time of event: (For a parade, the time that the parade assembles) _____

7. Termination time: _____

8. Location of Event: (For a parade, the proposed route to include staging area and termination area of debarkation.) _____

NOTE: ***A diagram of the proposed site or route is required for review. Include streets and intersections in which the road will be closed. Also identify on the map the portion of the street or intersection, which will be occupied during the street closure.***

9. Name of Organization: _____

   Contact person: _____

   Address and telephone number: _____

10. Describe how this event will directly benefit the citizens of Sierra Vista: _____

    _____

    _____

    _____

11. Will parking in the area of the street closure or event need to be restricted, redirected or prohibited during such closure? Circle yes or no.

12. Will any sound amplification equipment be used during the event? Circle yes or no.

13. Will any charity, gratuity, or offers be solicited or accepted during the event? Circle yes or no.

14. Will sales of food, beverages, or merchandise occur? Circle yes or no. If yes, clean up is required and the organizations must apply for a business license. Please provide the name and telephone number of the person responsible for the clean up and the date that the clean up is scheduled to occur. If clean up is not done properly, the organization requesting the street closure will be responsible for all costs to the City for such clean up. _____

_____

_____

15.Please provide any additional information that may be useful to the City in evaluating this request. _____

_____

For City Use Only

Police Department Approval: **Yes** ☐ **No** ☐
Remarks: _____

_____

Public Works Approval: **Yes** ☐ **No** ☐
Remarks: _____

_____

Parks and Leisure Approval: **Yes** ☐ **No** ☐
Remarks: _____

_____

Fire Department Approval: **Yes** ☐ **No** ☐
Remarks: _____

_____