



**CITY OF FAIRFIELD
SPECIAL EVENTS**

**APPLICATION
SUBMITTAL
REQUIREMENTS**

EVENT TYPES

	EVENT TYPES										
	Minor Special Event	Major Special Event	Athletic Event	Block Party	Carnival	Concert	Dance	Fair	Free Speech Route	Parade	
REQUIRED APPLICATION INFORMATION (See following pages for more information)	Application Form	R	R	R	R	R	R	R	R	R	R
	Application Filing Fee	R	R	R	R	R	R	R	R	R	R
	Site Plan	R	R	R		O	R	R	O	R	R
	Traffic Control Plan	O	R	R	O	R	O	O	R	R	R
	Proof of Insurance**	R	R	R	R	R	R	R	R	R	R
	Neighbor Notification	O	O		R						
	Waste Management Plan	O	O	O	O	O	O	O	O		O
	Event Radius Map	O	O			R	R	R	O		
	Event Route	O	O	R						R	R
	Property Owner's Signature	R	R	R	R	R	R	R	R	R	R
	Park Rental Confirmation*	O	O	O	O	O	O	O	O	O	O
NOTES	R - Required Item O - Optional Item Optional Items may be required if determined necessary by the Planning Division. Determinations will be made on a case-by-case basis. *Required if using City Parks and Recreation Facilities **Not required at time of submittal										

Site Plan

Special Event Applicants shall submit a detailed site plan for the proposed event. The site plan helps tell the event story to City staff. By reviewing the layout of the proposed event, staff can assist in identifying any needed modifications to the layout to comply with public safety requirements. The Site Plan shall be a clear, aerial image of the event location and its immediate surrounding properties and shall show the locations of the following items that apply to the proposed event:

- An outline of the event site including names of streets or areas that are part of the venue. This may include the surrounding area and any roads or lane, parking lot, or other public area closures being requested.
- Food booths and/or cooking areas, including the location(s) for any food pre trailers and cooking appliances.
- All anticipated parking locations for attendees and event vehicles
- Any temporary structures including tents, stages, canopies, booths, inflatables, etc.
- On-site restrooms and the location for portable toilets and hand-washing stations.
- Placement of trash, recycling containers, and event dumpsters
- Location of generators or sources of electricity
- First-aid areas, information booths, security booths, ticketing booths, etc.
- If the event involves a moving route of any kind (e.g. parade, race, march, etc.), indicate the direction of travel, including start and end locations
- The location of fencing, barriers, or barricades as applicable. For outdoor events that have fences, include the exit and entrance locations and any removable fencing for emergency access.
- Placement of promotional signs or banners
- Locations of all other event activities

Traffic Control Plan

A Traffic Control Plan is required for all major special events, and may be required for minor events depending on the event scope. Traffic control plans shall show any requested road closures and detours resulting from the event, and the plans shall describe how the closures/detours will be marked and where the flow of traffic will go. Traffic control signage and barricades shall be obtained by the applicant and approved by the City's Traffic Engineering Section. Traffic Control Plans shall be approved by the City's Traffic Engineering Section.

Proof of Insurance

The event applicant shall purchase a special event insurance policy naming the City as an additional insured. See special event application supplemental form for more information.

Neighbor Notification

Proposals for a Block Party must include documentation that all neighbors have been notified and that 50% of the residents along the affected block(s) accept the proposed date, time, and location of said Block Party. Applicant shall submit 2 weeks before the event date a list containing the addresses and names of all property owners or occupants on or along the affected block(s) with the required number of signatures.

Waste Management Plan

If professional waste management **services** are required, such as trash, recycling, and/or compost bins; please contact Republic Services at (707) 437-8900 or another waste management services provider, and provide the service agreement to the City at least 7 days before the event date. Otherwise, at the time of application, a waste management plan is required that outlines how you will handle solid waste from your event.

Event Radius Map

Proposals for Carnivals, Fairs, Concerts, and other outdoor events likely to generate substantial noise, as determined by the City, the applicant shall submit proof that the event will not be located within 150 feet of any residential use.

The radius map shall be an aerial image of the event site showing a 150 feet radius around the site.

Event Route

For Athletic Events, Free Speech Routes, Parades, Marches, or any other special event that involves a route or course of travel alongside designated streets, sidewalks, or other public right-of-way, an event route shall be submitted with the application. The event route shall be a clear, aerial image of the proposed procession route.

Park Rental Confirmation

Events that take place at a public park or public park facility require a reservation through the City's Parks and Recreation Department. Please contact them at (707) 399-1997 for rental information.