



CITY OF SOUTH LAKE TAHOE

CITY OF SOUTH LAKE TAHOE
Development Services Department, Planning Division
1052 Tata Lane, South Lake Tahoe CA 96150
Phone (530) 542-6010 • Fax (530) 541-7524
Web address: www.cityofslt.us/

SPECIAL EVENT APPLICATION

GENERAL EVENT INFORMATION

Name of Event:
Date and Time of Event:
Location/Address:
Assessor Parcel Number (APN): (If known)

Special Event Elements Requiring a Permit

Please select all applicable elements of the proposed special event that prompt the permit requirement. If one or more boxes in the major category is checked, a major special event permit is required. Please note the Director of Development Services has the discretion to require a major special event permit for any event.

Table with 2 columns: Minor and Major. Minor items include Off-site parking, Private security, Temporary structures, Amplified sound, Ground disturbance, and Activities between 10:00 p.m. & 8:00 a.m. Major items include Road closure or detour, Use of city resources, Potential for more than 500 individuals, and Conducted over a period of four or more consecutive days.

APPLICANT INFORMATION

The applicant(s) will be considered the primary point(s) for correspondence and contact from the City unless otherwise requested in writing.

Name: Phone #:
Mailing Address:
City: State: Zip Code:
Email Address:

PROPERTY OWNER INFORMATION

Property owner(s) same as above: (Skip this section if same as above)
Name: Phone #:
Mailing Address:
City: State: Zip Code:
Email Address:



**APPLICATION SUBMITTAL REQUIREMENTS & ACKNOWLEDGEMENT**

Your application will be deemed incomplete if any of the following required items are not submitted with this application packet. Incomplete applications will not be processed. Some applications may require additional information or a major activity permit at the discretion of the Development Services Director.

- Completed Special Event Application including:
  - Applicant and Property Owner signatures
  - All pages of the application included in the information checklist
  - Any supplemental materials requested/required in the information checklist
- Application Fee

**Application materials may be submitted to the Development Services Department via email ([planner@cityofslt.us](mailto:planner@cityofslt.us)), mail (Attn: Planning Department), or in person during Permit Center public hours (1052 Tata Lane, South Lake Tahoe, CA 96150).**

*I hereby declare under penalty of perjury that this application and all information submitted as part of this application are true and accurate to the best of my knowledge. I am the owner of the subject property or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that the city accepts no responsibility for informing these parties or obtaining their authorization.*

*I understand that I am responsible for all fees set forth in the City of South Lake Tahoe Master Fee Schedule associated with this application.*

**Applicant(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Staff Use*

- Major Permit
- Minor Permit
- City Resource Required

**Amount Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Project File No.:** \_\_\_\_\_

*Application Continues on Page 3*



**SPECIAL EVENT APPLICATION  
INFORMATION CHECKLIST**

**ALL SPECIAL EVENT PERMITS**  
(Checklist Section 1)

Description of Event

See Special Event Guidelines Page 4

Event Schedule

See Special Event Guidelines Page 4

	Date	Start Time	End Time	Total Duration
Setup				
Event				
Tear-down & Clean up				

**Is amplified sound proposed?**       No  
 Yes, type/genre of amplified sound: \_\_\_\_\_

Day of Event On-Site Contact Person

See Special Event Guidelines Page 4

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Day of Event Staffing

See Special Event Guidelines Page 4

- Organizers**       None       Yes, \_\_\_\_\_ # of individuals
- Parking Attendants**       None       Yes, \_\_\_\_\_ # of individuals
- Security**       None       Yes, \_\_\_\_\_ # of individuals
- First Aid/Medical**       None       Yes, \_\_\_\_\_ # of individuals
- General Event Volunteers**       None       Yes, \_\_\_\_\_ # of individuals
- Other:** \_\_\_\_\_       None       Yes, \_\_\_\_\_ # of individuals



**Attendance**

See Special Event Guidelines Page 4

Maximum number of individuals to attend: \_\_\_\_\_

Are tickets being sold?  No  Yes

If yes, please provide information regarding ticket sales as established in the special event guidelines:

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**Site Plan**

See Special Event Guidelines Page 4 & 5

Provide a site plan/map of the event. The site plan must be drawn to scale and include the date it was prepared.

Identified      N/A

Structures	
<input type="checkbox"/>	<input type="checkbox"/> Structures/tents/vendors (labeled with purpose, i.e., stage, food truck, shade, bar, first aid) <b>NOTE:</b> Additional documentation is required for temporary structures over 120 square feet, see Special Event Guidelines for details
<input type="checkbox"/>	<input type="checkbox"/> Restrooms/wash stations including total number provided (consistent with standards established in the special event guidelines)
<input type="checkbox"/>	<input type="checkbox"/> Trashcans and recycle bins including type
<input type="checkbox"/>	<input type="checkbox"/> Water bottle refill stations and water holding tanks
Pedestrian & Vehicle Circulation/Accessibility	
<input type="checkbox"/>	<input type="checkbox"/> Vehicle entrance, exits, and overall traffic flow (please include any information regarding traffic control measures such as no parking signs or location of parking attendants)
<input type="checkbox"/>	<input type="checkbox"/> Overall circulation plan including entrance/exit paths and signage
<input type="checkbox"/>	<input type="checkbox"/> Details for other modes of transportation event organizers will encourage such as drop off locations, public transportation, bicycle parking, or walking paths
<input type="checkbox"/>	<input type="checkbox"/> Identify ADA accessibility
Safety and Security	
<input type="checkbox"/>	<input type="checkbox"/> Identify emergency vehicle access roadways with egress locations
<input type="checkbox"/>	<input type="checkbox"/> No smoking signs
<input type="checkbox"/>	<input type="checkbox"/> Fencing and gates including type of fencing, elevations/details, and securement methods
<input type="checkbox"/>	<input type="checkbox"/> Location of fire hydrants and fire extinguishers (2A:10-B-C); one (1) fire extinguisher per tent and one (1) for every 1,000 square feet of event area

Attached



<u>Site Plan (Continued)</u>		
<b>Event Power Supply</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Location and types of generators
<input type="checkbox"/>	<input type="checkbox"/>	Sound systems
<input type="checkbox"/>	<input type="checkbox"/>	Electrical setup including but not limited to cable paths with protection and spider boxes
<p><b><u>Sign and Banners</u></b>  <i>See Special Event Guidelines Page 5</i></p> <p>Provide signs and banners to be displayed prior to the event for the purpose of advertising the event for review and approved by city staff prior to display. The primary and most visible information must be event related.</p>		<input type="checkbox"/> Attached  <input type="checkbox"/> N/A
<p><b><u>Event Vendors</u></b>  <i>See Special Event Guidelines Page 6</i></p> <p>Applicants City of South Lake Tahoe Business License Number: _____</p> <p>The applicant shall provide a list of vendors no later than 14-days prior to the event that includes the businesses name, the type of business, their city business license number, and business contact information.</p>		<input type="checkbox"/> N/A
<p><b><u>Sale or Handout of Food &amp; Beverage</u></b>  <i>See Special Event Guidelines Page 6</i></p> <p>A permit from El Dorado County Environmental Health Division is required for the sale or handout of food and/or beverages. A copy of the permit must be provided to the city 14-days prior to event.</p> <p>The following is a link to additional information regarding county requirements/applications:  <a href="https://www.edcgov.us/Government/emd/environmentalhealth/Pages/temporary_food_facilities.aspx">https://www.edcgov.us/Government/emd/environmentalhealth/Pages/temporary_food_facilities.aspx</a></p>		<input type="checkbox"/> N/A
<p><b><u>Alcohol Sales</u></b>  <i>See Special Event Guidelines Page 6</i></p> <p>A permit from California Department of Alcoholic Beverage Control is required for the sale of alcohol. A copy of the permit must be provided to the city 14-days prior to event.</p> <p>The following is a link to additional information regarding ABC Temporary Event Permits:  <a href="https://www.abc.ca.gov/licensing/license-forms/event-authorization/">https://www.abc.ca.gov/licensing/license-forms/event-authorization/</a></p>		<input type="checkbox"/> N/A



<p style="text-align: center;"><b><u>Facility Use</u></b> <i>See Special Event Guidelines Page 6</i></p> <p>Please indicate if you would like to request any of the following city facilities for the event. A request does not guarantee approval to use a requested city facility. Approval will be subject to fees established in the <a href="#">City of South Lake Tahoe Master Fee Schedule</a>.</p> <p> <input type="checkbox"/> Recreation Complex                      <input type="checkbox"/> Regan Beach West  <input type="checkbox"/> Bijou Park                                      <input type="checkbox"/> Lakeview Commons at El Dorado Beach </p>	<input type="checkbox"/> N/A
<p style="text-align: center;"><b><u>Events at the Community College Recreation Fields</u></b> <i>See Special Event Guidelines Page 6</i></p> <p>If the event is being proposed to be held at the Lake Tahoe Community College Recreational Facilities, proof of date reservation is required.</p> <p>The following is a link to information about reservations and use of the recreational facilities: <a href="https://www.ltcc.edu/campusresources/cpc.php">https://www.ltcc.edu/campusresources/cpc.php</a></p>	<input type="checkbox"/> Attached  <input type="checkbox"/> N/A
<p><b>MAJOR SPECIAL EVENT PERMITS</b> <i>(Checklist Section 2)</i></p>	
<p style="text-align: center;"><b><u>Notification</u></b> <i>See Special Event Guidelines Page 7</i></p> <p>All residents and businesses within 300 yards of the event venue shall be notified in writing of the event no less than 30 days prior to the event occurrence. Prior to notification the city must approve the content of the written notification.</p> <p>Attached a draft neighbor notification letter including the following:</p> <ul style="list-style-type: none"> <li>- Event date and planned hours of operation (including sound testing)</li> <li>- Description identifying what will be occurring at the event</li> <li>- Phone numbers for contacts before, during and following the event</li> </ul>	<input type="checkbox"/> Attached
<p style="text-align: center;"><b><u>Distributed Event Information</u></b> <i>See Special Event Guidelines Page 7</i></p> <p>The applicant shall provide city staff with copies of the information distributed to the event ticket holders. Information provide to the ticket holders should include modes of transportation, parking, sustainability measures, stewardship, safety, and event activities.</p>	<input type="checkbox"/> Attached

<p style="text-align: center;"><b><u>Traffic, Transportation, and Parking Plan</u></b> <i>See Special Event Guidelines Page 7</i></p> <p>The applicant shall demonstrate adequate traffic, transportation, and parking measure by providing a written explanation and site plan. The documentation shall also include measures and information regarding emergency vehicle access. The plan should include the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify traffic impacts and actions taken to minimize disruptions to business and residential traffic flows</li> <li><input type="checkbox"/> Identify traffic control measures such as barricades, lane divider (bean) poles, and signage</li> <li><input type="checkbox"/> Identify the times and locations of event activities and explain how the event will be planned to avoid primary access routes to neighborhoods and businesses</li> <li><input type="checkbox"/> Identify public transit in the area and potential disruptions to bus routes</li> <li><input type="checkbox"/> Identify measures taken to reduce parking impacts and overflow into surrounding neighborhoods</li> <li><input type="checkbox"/> Include consideration of how participants and spectators will travel to the event. Identify how the event shall encourage and facilitate alternative transportation methods such as cycling (e.g., bike lockups), carpooling and public transit.</li> <li><input type="checkbox"/> Provide a schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided</li> <li><input type="checkbox"/> Identify parking locations for organizers, performers, vendors, spectators, and participants</li> </ul>	<input type="checkbox"/> Attached
<p style="text-align: center;"><b><u>Plan for Disabled Access</u></b> <i>See Special Event Guidelines Page 7</i></p> <p>Describe and include a site map detailing how the event will include provisions for access for persons with disabilities. This includes parking and street access, pathways, washrooms and viewing areas.</p>	<input type="checkbox"/> Attached
<p style="text-align: center;"><b><u>Sound Management Plan</u></b> <i>See Special Event Guidelines Page 7</i></p> <p>Provide a schedule of artists and entertainers, anticipated dB levels, and methods for monitoring and controlling the type and volume of sound produced by the event.</p>	<input type="checkbox"/> Attached
<p style="text-align: center;"><b><u>Safety and Security Plan</u></b> <i>See Special Event Guidelines Page 7 &amp; 8</i></p> <p>The applicant has a responsibility for the behavior and safety of event participants. The safety and security plan shall demonstrate that appropriate security is in place and designed to avoid risk of unintended police callouts. Security personnel should be experienced and capable of handling the situations which they may face. The plan shall outline where security will be positioned at all scheduled times of the event and the emergency and communication protocols in place. Site design and event management such as ticket sales, vehicle and pedestrian circulation, and appropriate fencing shall be used to help minimize risk of security problems. The plan shall also include details such as appropriate temporary lighting for parking and pedestrian areas to ensure the safety of event participants.</p>	<input type="checkbox"/> Attached



**Sustainability and Waste Management**  
*See Special Event Guidelines Page 8*

The applicant shall provide waste management plan demonstrating that the event will result in minimal impacts to the event facility and surrounding environment. The city encourages event producers/applicants to strive to maximize diversion and minimize waste. Diversion is maximized via recycling and composting. *Food-only* can be gathered and brought to a composter by the local waste hauler. The waste hauler does *not* accept single use foodservice ware labeled “compostable”.

Effective waste management also minimizes all single use plastic and encourages paper when possible. [City Code Chapter 4.175](#) describes Polystyrene and Plastic Food Packaging Regulations. This includes a ban on expanded polystyrene (sometimes called Styrofoam) containers provided by vendors. It prevents vendors from providing single use foodservice ware except upon request. It bans single use plastic water bottles (less than one gallon) from being distributed at a city facility or city affiliated event and all city concessionaires, lessees, licensees, and permittees for facility use, and special events.

Senate Bill 1383 mandates edible food recovery for large events of over 2000 attendees per day of operation, beginning in 2024. Event organizers must find a recovery organization to donate food to and must document the type and weight of food donated.

Attached

**SPECIAL EVENTS USING CITY RESOURCES**  
*(Checklist Section 3)*

*See Special Event Guidelines Page 8 & 9*

*Please indicate if you would like to request any of the following city resources for the event. A request does not guarantee approval to use a requested city resource. Approval of city resources will be subject to fees established in the [City of South Lake Tahoe Master Fee Schedule](#).*

<b>Police</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
<b>Fire Department</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
<b>Traffic Control</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>
<b>Access to Water or Power</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, <i>detailed request attached</i>

**APPLICANT’S ACKNOWLEDGMENT OF SPECIAL EVENT GUIDELINES AND CSLT CITY CODE SECTION 6.55.230**

*I confirm that I have reviewed the Special Event Guidelines and CSLT City Code § 6.55.230 and have submitted all the required materials on this checklist. I acknowledge that failure to comply with these requirements my result in my application not being accepted.*

**Applicant(s) Name:** \_\_\_\_\_

**Applicant(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_