



**FILING FEE: \$325.90**

**CITY OF RIALTO PLANNING DIVISION**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**

**LEGAL OWNER INFORMATION:** I hereby certify that I am (we are) the record owner(s) for property tax assessment purposes of the property encompassed by this application. I understand and agree that this application will not be deemed complete by the City until all filing fees, documents, certifications, plans, etc., as required by the Rialto Municipal Code are filed with the Planning Division.

Date: \_\_\_\_\_ Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address of Property (if none, general location): \_\_\_\_\_

**ASSESSORS PARCEL NUMBER(S):** \_\_\_\_\_

Application will not be accepted without valid tax assessors parcel number(s)

**COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY:** Attach a copy of the most recent Grant Deed(s). If your request is not for the entire property described on the Grant Deed, provide a metes and bounds description. Also attach a plat map of the property.

**APPLICANT:** (if other than legal owner)

**REPRESENTATIVE:** (if other than applicant)

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF PROPOSED SPECIAL EVENT:** Please attach eight (8) folded copies of a detailed plot plan and elevations (if appropriate) of the proposed event. Please enclose a description of the proposed event, noting requested timeframe of approval, expected traffic impacts, hours of operation, etc. Attach additional sheet(s), as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR CITY USE ONLY:</b>		
PROJECT NO. _____	HEARING DATE: _____	E.A.R.# _____
CASE NO. _____	DFG FEE: _____	FILING FEE: _____
DATE RECEIVED: _____	APPLICATION DEEMED COMPLETE _____	

# SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS

NOTE: APPLICATION MUST BE SUBMITTED 30 DAYS IN ADVANCE

The following items are the submittal requirements for a Special Event Permit:

1. Application form with owner's signature.
2. Application fee.
3. Insurance naming the City of Rialto as Additionally Insured (Minimum \$1,000,000).
4. Letter of Authorization from owner or owner's agent.
5. Eight (8) copies of the site plan.
6. Completed Special Event Form.
7. Health Department Approval (if applicable).

City of Rialto  
Special Event Form

NAME OF SPECIAL EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

SET-UP DATE: \_\_\_\_\_ CLEAN-UP DATE: \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

SPONSOR OF EVENT: \_\_\_\_\_

PROPOSED ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOOD SALES:     YES     NO

VENDORS:       YES     NO

ANTICIPATED AMOUNT OF PEOPLE:

\_\_\_\_\_ ONE TIME \_\_\_\_\_ ENTIRE EVENT