



SPECIAL EVENT PERMIT PROCESS GUIDE

The Community Development Department will accept applications for Special Event Permits. A complete description of the Special Event Permit process and regulations may be found in **Article 8-8** of the Town Code.

Permit Required

A Special Event Permit is required for a wide variety of events or short-term activities that may impact neighboring properties, and that involve: the use of temporary structures; the temporary use of residential property for commercial or charitable purposes; the use of pyrotechnics or other temporary displays visible or audible off the property; the temporary use of public rights-of-way; or the use of temporary signage in the public rights-of-way. Special Events may include, but are not limited to, parades or processions, block parties, film production events, charitable fundraising events, designer and/or showcase home events, home and garden tours, and fireworks displays.

Exemptions to Permit Requirements

The following categories do not require a Special Event Permit, provided they do not involve the use of temporary structures; the use of Town rights-of-way, including valet activities that involve the use of Town owned rights-of-way or valet parking occurring in prohibited areas; aerial activities that involve the use of aircraft or tethered balloons; the use of temporary traffic directional signage in the public rights-of-way; or the use of off-duty police officers for directing traffic in the public rights-of-way:

1. Garage, Yard or Estate Sales. The garage, yard or estate sale must sell items that are related to the residential use of that property and goods or items shall not be brought to the residential property from a commercial enterprise or business for the specific purpose of a sale or auction.
2. Minor Events. A Minor Event is an event that takes place on private property; has a minimal impact on neighboring properties; and lasts for less than twenty-four (24) consecutive hours, including but not limited to weddings, family reunions, memorials, or other ceremonies.
3. Certain Charitable Events. Charitable Nonprofit Organizations, schools, or political fund-raising events in which all of the net proceeds benefit the Charitable Nonprofit Organization, school, or political organization.
4. Special Use Permit Properties. Special Events on properties governed by Special Use Permits are exempt from the Special Event permit process, provided that such exempted events are limited to the type of activities that are customary and incidental to the primary uses of the property and do not require the use of temporary structures.
5. Funeral processions. A funeral procession composed of a procession of vehicles identified by such methods as may be determined by the Chief of Police.

Prohibited Events

The following activities are prohibited in the Town: carnival, festival, fair, amplified outdoor concert, mechanical amusement ride, circus, outdoor auction, pumpkin sale, Christmas tree sale, haunted house, or similar kind of temporary outdoor exhibition or performance conducted by a commercial entity, and the use of private homes for commercial uses or sales, including such events as auctions, art sales, jewelry or furniture sales, furniture showrooms, or the rental of residential property for a commercial event or purpose, except for film production events or as otherwise specifically allowed herein.

Special Event Application Process

A completed application, including three (3) copies of all submittals and payment of the application fee, must be submitted to the Community Development Department at least 15 days before the scheduled Special Event. The 15-day time limitation may be waived upon the applicant's agreement to waive the appeal provisions of Section 8-8-10 of the Town Code, except for permits that involve a Special Event Liquor License or events that take place on Town-owned property.

Within 15 days after receipt of a complete application, the Planning & Building Director may approve the request; conditionally approve the request with limitations and stipulations; or deny the request with the reason for denial stated. The Director's decision shall be final unless within ten (10) days of the receipt of the decision a written appeal is filed to the Town Manager.

If you have any questions about the application form or the procedure through which it will be processed, please call the Community Development Department at (480) 348-3523.

PERMIT NO. _____

**TOWN OF PARADISE VALLEY
SPECIAL EVENT PERMIT APPLICATION**

SUBMITTAL DATE: _____ Is this a Hillside lot? Yes _____ No _____

Property Owner: _____

Event Site Address: _____

Lot No. & Subdivision Name: _____

Assessor Parcel Number (_____ - _____ - _____) _____

Description of Special Event (attach separate sheet if necessary): _____

Date(s) of Event: _____ Hours of Event: _____

Expected No. of Participants: _____ Charitable Event as defined in Section 8-8-4.C of Town Code:
Yes _____ No _____

Check all the following that will apply for the Special Event:

Event on Private Property: _____ Event on Public Right-of-way: _____ Event on Town-owned Property: _____

Use of Temporary Structures: _____ If Yes, Have Received Town Pre-Approval?: Yes ___ No ___ Permit No. _____

Use of Aerial Activities (i.e., aircraft, tethered balloons): _____ Use of Temporary Directional Signs in Right-of-way: _____

Use of Off-Duty Police Officers for Directing Traffic: _____ Serving and/or Selling Liquor: _____

I, THE OWNER OR OWNER REPRESENTATIVE, ATTEST THE FOLLOWING INFORMATION TO BE TRUE AND ACCURATE.

Person/Organization holding event: _____

Person/Organizations address: _____

City _____ State _____ Zip _____

Phone: (_____) _____ Contact Name: _____

Fax: (_____) _____ E-mail Address: _____

Manager to contact during event: _____

Manager's address: _____

City _____ State _____ Zip _____

Manager's Phone: (_____) _____ Manager's Cell: (_____) _____

Event Site Phone: (_____) _____ E-mail Address: _____

MANAGER SIGNATURE

OWNER SIGNATURE

Permit Fee \$ _____ Additional hours over 7.5 _____

STAFF USE ONLY:

Public Safety Approval: Yes / No Specific Noise Restrictions: Yes / No Traffic Control Required: Yes / No
Date Approved: _____, Initials: _____.

Fire Marshal Approval: Yes / No Tent Permit Required: Yes / No
Date Approved: _____, Initials: _____.

Town Clerk Approval: : Yes / No Liquor License Required: : Yes / No
Date Approved: _____, Initials: _____.

Town Engineer Approval: Yes / No Encroachment Permit Required: Yes / No
Date Approved: _____, Initials: _____.

Refundable Security Deposit Required: Yes / No Amount: \$ _____.
Liability/Damage Insurance Required: Yes / No Indemnification Agreement Required: Yes / No

PLEASE PLACE A √ OR N/A (NOT APPLICABLE)

- _____ Original Letter of Authorization from owner if owner does not sign special event application
- _____ (If applicable) Waiver of applicant’s appeal provisions of Section 8-8-10
- _____ Proof of federal exemption under 26 U.S.C. Section 501(c), Section 501(d) or Section 501(e) may be required for Charitable Events/Charitable Non-profit Organizations.
- _____ (If applicable) A special event may require the event holder to carry liability insurance for their own protection as well as the protection of the Town. Prior to issuance of the Special Event Permit, the event producer shall submit a Certificate of Insurance.

_____ (1) Copy of a narrative, to include but not limited to the following:

- _____ Description of the type of special event
- _____ Date(s) of special event
- _____ Proposed duration of activities for special event
- _____ Expected number of participants, including but not limited to staff and attendees of the event
- _____ Proposed security measures for the event
- _____ (If required) Additional details on how event may impact neighboring properties, including but not limited to: noise from the event and how the noise will be monitored and controlled; the amount of traffic likely to be generated and how it will be accommodated; parking for event attendees; location of temporary structures; and the emission of odor, dust, gas, vibration, smoke, heat, pollutants, or glare beyond any boundary of the property on which the special event is to be conducted.

_____ (1) Copy of a site plan or aerial photo, to include but not limited to the following:

- _____ Existing facilities and boundaries of event
- _____ Location of any proposed temporary buildings and/or structures, including any tents, stages or vendor’s booths, or auxiliary power sources that may be used during the event
- _____ Parking plan that shall contain provisions for providing adequate parking for the attendees of the special event, and, if applicable, for any other parking needs for the property upon which the special event is to occur.
- _____ Location/plan for how sanitary and water facilities, and waste removal will be provided during the event.
- _____ (For parade or processions) identification of the route to be traveled, the starting point and the termination point, a statement as to whether the event will occupy all or only a portion of the width of the streets proposed to be traversed, and any trash or water points along the route.
- _____ Location of any proposed food trucks and/or outdoor cooking facilities.

_____ (If applicable) (1) Copy of a sign plan depicting the proposed location(s) for the placement of temporary directional or traffic control signage, the number and size of the proposed signs, and a schedule for the placement and removal of the signs.

_____ (If required) a copy of a permit issued by the Town Fire Marshal certifying compliance with the Uniform Fire Code.

_____ A permit issued by the Town Fire Marshal is required for any structure or tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet.

_____ A permit issued by the Town Fire Marshal is required Aerial Activities such as Fire Works.

_____ Setbacks of temporary structure(s) measured from property line

	Front	Rear	Side	Side	Height
Temp Structure	_____	_____	_____	_____	_____
Temp Structure	_____	_____	_____	_____	_____
Temp Structure	_____	_____	_____	_____	_____
Zoning District:					
R-175 ()	R-43 ()	R-43 C.P. ()	R-35 ()	R-35A ()	R-35 C.P. ()
R-18 ()	R-18A ()	R-18 C.P. ()	R-10 ()	SUP ()	

DATE SPECIAL EVENT PERMIT ISSUED: _____ **Initials:** _____.

LETTER OF AUTHORIZATION

Town of Paradise Valley
6401 E Lincoln Dr
Paradise Valley, AZ 85253

I, _____, authorize _____
(Name of Owner) (Name of Manager of Special Event)
to obtain a Special Event Permit on my behalf for

_____ at _____.
(Type of Special Event) (Site Address)

OWNER

(Owner's Signature) (Date)

SPECIAL EVENT INDEMNITY AGREEMENT

This Agreement is made this ____ day of _____, 20____, between the Town of Paradise Valley (Town) and _____ (Owner), owner of real property located at _____ (the Property).

In consideration of issuance by the Town of a Special Event Permit on the Property, the Owner voluntarily agrees to hold the Town of Paradise Valley and its officers, agents, and employees harmless against any and all losses and liabilities for personal injury, death, or property damage arising out of, or as a consequence to the Special Event, and any and all expenses related to claims or lawsuits resulting from the event, including court costs and attorney fees.

OWNER HEREBY WAIVES AND RELEASES ANY CLAIM THAT IT HAS OR MAY HAVE IN THE FUTURE AGAINST THE TOWN ARISING FROM OR RELATING TO THIS AGREEMENT.

OWNER FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD THE TOWN HARMLESS FROM ANY CLAIMS, COSTS, OR LIABILITIES OF ANY DESCRIPTION ARISING FROM OR RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

TOWN OF PARADISE VALLEY

OWNER

By:_____

By: _____.

Its:_____

STATE OF ARIZONA)
) ss
COUTY OF MARICOPA)

This instrument was acknowledged before me this _____ day of _____, 20 _____, by _____.

In witness whereof I herewith set my hand and official seal.

Notary Public

SPECIAL EVENT INDEMNITY AGREEMENT

This Agreement is made this ____ day of _____, 20____, between the Town of Paradise Valley (Town) and _____ (Applicant).

In consideration of the issuance by the Town of a Special Event Permit for the use of right-of-way in the Town for the _____(the “Special Event”), the Applicant voluntarily agrees to hold the Town of Paradise Valley and its officers, agents, and employees harmless against any and all losses and liabilities for personal injury, death, or property damage arising out of, or as a consequence of, the Special Event, and to indemnify the Town for any and all claims or lawsuits resulting from the Special Event, including expenses of defense of any such claims or lawsuits, including court costs and attorney fees.

APPLICANT HEREBY WAIVES AND RELEASES ANY CLAIM THAT IT HAS OR MAY HAVE IN THE FUTURE AGAINST THE TOWN ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SPECIAL EVENT.

APPLICANT FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD THE TOWN HARMLESS FROM ANY CLAIMS, COSTS, OR LIABILITIES OF ANY DESCRIPTION ARISING FROM OR RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT OR THE SPECIAL EVENT.

TOWN OF PARADISE VALLEY

APPLICANT

By:_____

By:_____

Its:_____

Its:_____

STATE OF ARIZONA)
) ss
COUTY OF MARICOPA)

This instrument was acknowledged before me this _____ day of _____, 20____, by _____.

In witness whereof I herewith set my hand and official seal.

Notary Public

SPECIAL EVENT WAIVER OF APPEAL PROCESS

This Agreement is made this ____ day of _____, 20___, between the Town of Paradise Valley (Town) and _____ (Owner), owner of real property located at _____ (the Property).

In consideration of issuance by the Town of a Special Event Permit on the Property, the Owner voluntarily agrees to waive the right to an appeal process as described in Section 8-8-10 of the Town Code of the decision by the Community Development Director or designee.

OWNER HEREBY WAIVES AND RELEASES ANY CLAIM THAT IT HAS OR MAY HAVE IN THE FUTURE AGAINST THE TOWN ARISING FROM OR RELATING TO THIS AGREEMENT.

OWNER FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD THE TOWN HARMLESS FROM ANY CLAIMS, COSTS, OR LIABILITIES OF ANY DESCRIPTION ARISING FROM OR RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

TOWN OF PARADISE VALLEY

OWNER

By:_____

By:_____.

Its:_____

STATE OF ARIZONA)
) ss
COUTY OF MARICOPA)

This instrument was acknowledged before me this _____ day of _____, 20 ____, by _____.

In witness whereof I herewith set my hand and official seal.

Notary Public

3.7 Planning Department – Special Event Permits

3.7.1	Permits For Special Events Generally
Walks, Parades, Bicycle Races, Foot Races, Designer/Showcase Home Events, Home And Garden Tours, Fireworks Displays, Film Productions	\$570.00 + \$70.00 Per Hour For Permits Requiring More Than 7.5 Hours Of Staff Time
3.7.2	Permits For Special Events Utilizing Tents
Pre-Approved Tent Location Event	\$ 25.00
Tent Events Without Pre-Approved Locations	\$125.00