



City of Atascadero

## COMMUNITY DEVELOPMENT

### TEMPORARY EVENT APPLICATION

**Please submit the following for a Temporary Event Permit:**

*\*\*Additional information may be required based on the nature of the event.*

*The City recommends that you meet with Planning Staff to discuss your event prior to application submittal\*\**

- ☐ Site plan showing event areas, temporary structures, restroom areas, parking areas, 2 emergency access points (minimum 18-feet wide), etc.
- ☐ Complete, original-signed application
- ☐ Fees - see back side of this application.

Applicant(s): \_\_\_\_\_  
Last Name First Name Middle Initial (required)

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

Home Mailing Address: \_\_\_\_\_

Name of Event (optional): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_  
Name Phone

Contact Phone # (available during the event) \_\_\_\_\_

Proposed Activities and event schedule (attach additional sheets as necessary):

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☐ Public Event

☐ Private Event

Date Received



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**FEES:** Fees effective July 13, 2026. Cash, check, and cards are accepted. There is a 4.5% surcharge for cards.

### Private Property

1-99 attendees - \$287 per application (subsidized)

100+ attendees - \$922 per application

### Public Property

1-99 attendees - \$1,262 per application

100+ attendees - \$3,676 per application

Still Photography - \$52 per application

Film Permit - \$409 per application

Plus actual costs as necessary as determined by staff.



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- ☐ Do you plan to close a street? Yes \_\_\_\_\_ No \_\_\_\_\_  
If 'Yes', please also submit a road closure request form and turn it in with this application.
- ☐ How will wastewater be managed? Existing septic? \_\_\_\_\_; Existing Sewer? \_\_\_\_\_;  
Portable restrooms? \_\_\_\_\_
- ☐ Will any temporary structures or tents be erected/constructed? Yes \_\_\_\_\_ No \_\_\_\_\_  
If 'Yes', what will they be used for? \_\_\_\_\_  
\_\_\_\_\_ ; and, how large? \_\_\_\_\_
- ☐ Will you have sound amplification? Yes \_\_\_\_\_ No \_\_\_\_\_  
If 'Yes', what type (i.e., music/announcements, etc.) and when: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Will you have event signage? Yes \_\_\_\_\_ No \_\_\_\_\_ *\*\*no off-site signage is permitted\*\**  
If 'Yes', describe placement locations/use and size \_\_\_\_\_  
\_\_\_\_\_
- ☐ Will electrical hookups/cords be used? Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Will there be any commercial food preparation? Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby declare that I have read and understood the conditions of Temporary Event Permit approval as attached and that to the best of my knowledge, all information is true and correct.

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
Original signature required. Faxed signatures will not be accepted.

\_\_\_\_\_  
Property Owner/Authorized Agent Signature Date: \_\_\_\_\_

Once the application is submitted, the application will be routed to various departments for review. Should any additional information be needed, you will be contacted. **Once the application is approved, a permit will be issued to you with all applicable conditions.**



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**\*\*The following is to be filled in by City staff only\*\***

Zoning \_\_\_\_\_ Date of Last Event \_\_\_\_\_

*Planning Division:* ☐ Approved ☐ Conditionally approved  
(conditions attached) ☐ Denied By: \_\_\_\_\_

*Building Division:* ☐ Approved ☐ Conditionally approved  
(conditions attached) ☐ Denied By: \_\_\_\_\_

*Fire Department:* ☐ Approved ☐ Conditionally approved  
(conditions attached) ☐ Denied By: \_\_\_\_\_

*Police Department:* ☐ Approved ☐ Conditionally approved  
(conditions attached) ☐ Denied By: \_\_\_\_\_

*Public Works:* ☐ Approved ☐ Conditionally approved  
(conditions attached) ☐ Denied By: \_\_\_\_\_



### Atascadero Municipal Code Section:

#### 9-6.177 Temporary events.

Where allowed, temporary events are subject to the standards of this section; except when such events occur in theaters, convention centers, meeting halls, or other public assembly facilities. Swap meets are subject to the standards of Section 9-6.139.

(a) General Requirements.

(1) Public Events. No entitlement is required for admission for free events held at a public park or on other land in public ownership when conducted under the management of a public agency, or organization, school or church provided that the event is conducted in accordance with all applicable provisions of this title.

(2) Commercial Entertainment. Commercial outdoor entertainment activities are subject to the regulations governing **business licenses**\*.

(3) Parades. Parades and other temporary events within the public right-of-way are not subject to these requirements, provided that all requirements of the City Engineer and Police Department are met.

(b) Time Limit. A temporary event is to be held in a single location for a period no longer than twelve (12) consecutive days, or four (4) successive weekends.

(c) Site Design Standards.

(1) Access. Outdoor temporary events shall be provided with a minimum of two (2) unobstructed access points, each a minimum of eighteen (18) feet wide, from the event site to a publicly maintained road.

(2) Parking. Off-street parking is to be provided for private events as follows, with such parking consisting at minimum of an open area at a ratio of four hundred (400) square feet per car, on a lot free of flammable material.

(i) Seated Spectator Events. One parking space for each twelve (12) square feet of seating area.

(ii) Exhibit Event. One parking space for each seventy-five (75) square feet of exhibit area.

(d) Guarantee of Site Restoration. A bond or cash deposit is required for approval of a temporary event to guarantee site restoration after use, and operation in accordance with the standards of this title. The guarantee shall cover both operation and restoration and is subject to the provisions of Section 9-2.121. (Ord. 68 § 9-6.177, 1983)

\* See Planning Staff for allowed business uses.