



*County of San Diego - Land Use & Environment Group*  
**Department of Public Works**

**APPLICATION FOR SPECIAL EVENT PERMIT**

**NOTE: This permit is valid only on County of San Diego maintained roads. This does not include roads under the jurisdiction of Caltrans, and; does not include required permits/licensing by either the San Diego County Sheriff or the Department of Environmental Health; it is the applicant's responsibility to contact these other agencies and obtain their approvals as applicable.**

**\* SPECIAL NOTICE TO SAN DIEGO COUNTY DPW SPECIAL EVENT PERMITS \***  
 San Diego County roads are subject to any **EMERGENCY SITUATION**. As such, please be prepared for the possibility that any permitted Special Event may be cancelled and directed to cease activities in the public roadway with little or no notice. Notice can be provided from any representative of the Department of Public Works, Fire Agency, California Highway Patrol (CHP) and/or San Diego County Sheriff. Any comments or questions please call 858-694-3866.

**PART 1                    EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Event location/address: \_\_\_\_\_ Community: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

\*Description of road impact (*ex. road closure, installing traffic control devices, athletic event route – specify if participants are following Rules of the Road, temporary lift of parking restriction; list limits of County road(s) impacted*):

Hours of impact to County road(s): \_\_\_\_\_

Estimated number of participants/staff: \_\_\_\_\_

**TRAFFIC CONTROL:**

Traffic control main contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Traffic control staffing by (*CHP, Sheriff, Traffic Control Contractor, specify other*):

Source of traffic control devices (*borrow from County or provided by Traffic control contractor*):

**\*If event has road closure or is installing traffic control devices, traffic control plans must be submitted with application**

## PART 2 APPLICANT INFORMATION

*Special Events conducted within the San Diego County road right-of-way shall be operated and/or sponsored by a nonprofit organization. The Special Event is not being held for the sole purpose of advertising any product goods, wares, merchandise or an event designed for private profit; and that it primarily benefits the nonprofit sponsor and the local community.*

### NON-PROFIT SPONSOR/APPLICANT: \_\_\_\_\_

CA Nonprofit Entity #: \_\_\_\_\_

Authorized officer(s) who is/are authorized to sign contracts for the non-profit sponsor/applicant.

**Authorized Officer:** \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Authorized Officer:** \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### INSURANCE FOR NON-PROFIT SPONSOR/APPLICANT:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).**

### PRIMARY EVENT CONTACT:

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

### EVENT OPERATOR (if different from sponsor/applicant):

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### INSURANCE FOR EVENT OPERATOR:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone#: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).**

**TRAFFIC CONTROL CONTRACTOR (if applicable):**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**INSURANCE FOR TRAFFIC CONTROL CONTRACTOR:**

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Agent's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Please attach Certificate of Insurance AND Additional Insurance endorsement (CG 2012 or CG 2026).**

**EMERGENCY MEDICAL SERVICES PLAN (describe event procedures/resources in the event of an emergency):**

**I hereby certify the information provided is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### **PART 3      EVENT LOCATED IN WHAT AGENCY'S JURISDICTION**

**Note:** It is the **APPLICANT'S RESPONSIBILITY** to notify the following (3) agencies of the event's plan. **Written approval is required from each agency prior to obtaining the DPW Special Event Permit.**

- **CALIFORNIA HIGHWAY PATROL (CHP):**

Web link: <https://www.chp.ca.gov/find-an-office>

- **LOCAL FIRE AGENCY:**

Web link:

<https://www.arcgis.com/apps/Viewer/index.html?appid=c6b86e4e53b14aefba7f128f9ad67f5c>

- **SAN DIEGO COUNTY SHERIFF:**

Web link: [https://www.sdsheriff.net/lesb\\_patrolstations.html](https://www.sdsheriff.net/lesb_patrolstations.html)

## PART 4 COUNTY OF SAN DIEGO DEPARTMENTS

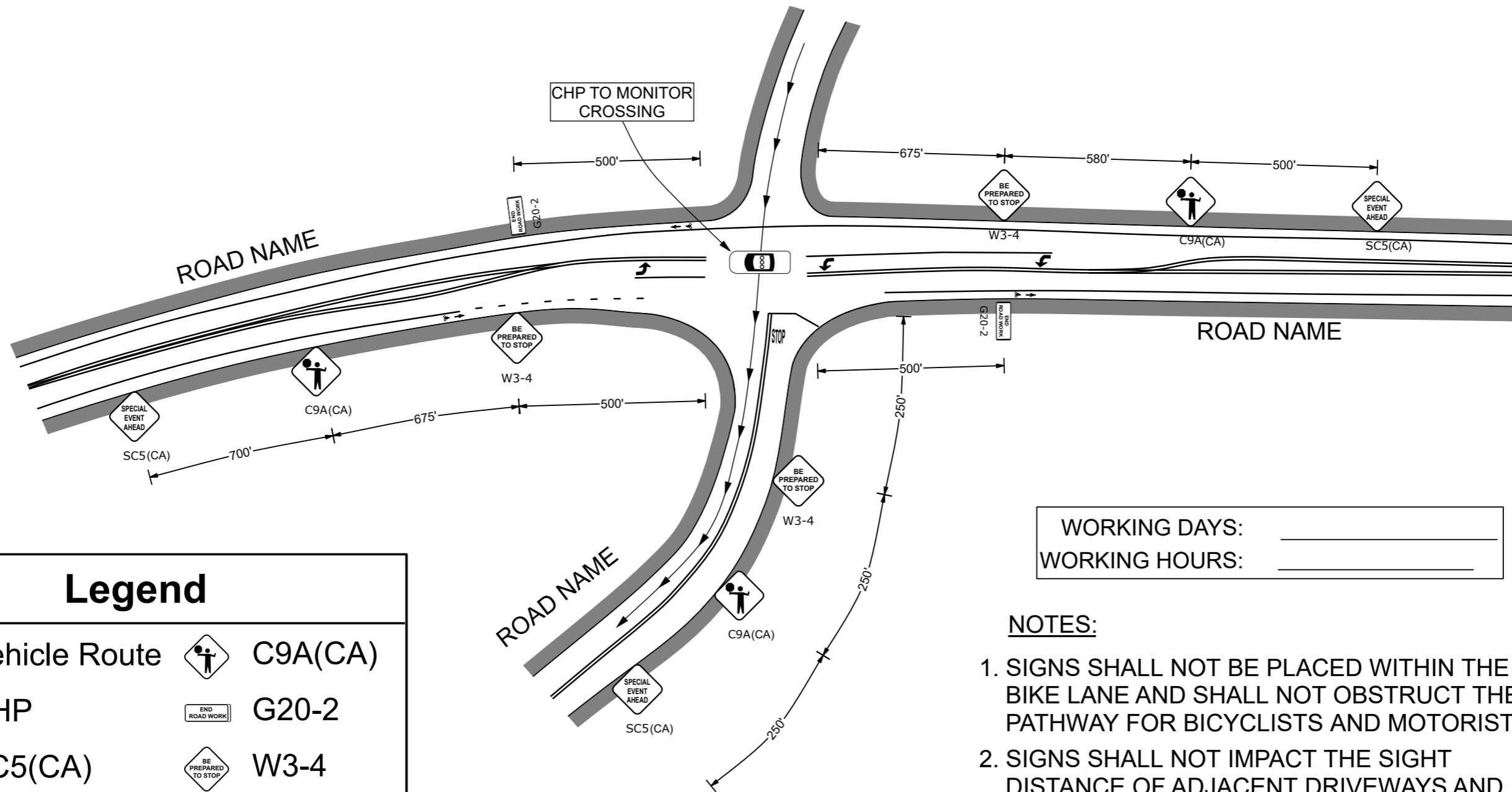
**Note:** It is the **APPLICANT'S RESPONSIBILITY** to contact all of the County Departments which have jurisdiction within the community area in which the proposed event is planned. The applicant is required to notify the agencies of the event plans and to comply with any requirements or separate permitting which the respective County Department may impose on the event.

**Listing of County of San Diego Department Representatives providing review of and services for Temporary Community Events in the Unincorporated County areas:**

- **DEH/CEP COORDINATOR-FOOD & HOUSING DIVISION (Main Point of Contact)**
  - Jescel Esteban (CEP Coordinator) – (858) 694-3614 [Jescel.Esteban@sdcounty.ca.gov](mailto:Jescel.Esteban@sdcounty.ca.gov)
  - Joann Fang (Supervisor) – (858) 505-6792 [Joann.Fang@sdcounty.ca.gov](mailto:Joann.Fang@sdcounty.ca.gov)
  - Ryan Johnson (CEP Program Coordinator) – (858) 694-3535 [ryan.johnson@sdcounty.ca.gov](mailto:ryan.johnson@sdcounty.ca.gov)
- **DEPT. OF ENVIRONMENTAL HEALTH (FOOD AND HOUSING DIVISION)**
  - Temporary Event Specialist – (858) 505-6809 [FHDtempevents@sdcounty.ca.gov](mailto:FHDtempevents@sdcounty.ca.gov)
- **DEPT. OF PLANNING AND DEVELOPMENT SERVICES (ZONING)**
  - Dag Bunnemeyer – (858) 694-2581 [Dag.Bunnemeyer@sdcounty.ca.gov](mailto:Dag.Bunnemeyer@sdcounty.ca.gov)
- **DEPT. OF PLANNING AND DEVELOPMENT SERVICES (NOISE ABATEMENT)**
  - Michael Pittman – (858) 495-5354 [Michael.Pitnman@sdcounty.ca.gov](mailto:Michael.Pitnman@sdcounty.ca.gov)
- **DEPT. OF PLANNING AND DEVELOPMENT SERVICES (BUILDING DIVISION)**
  - Michael Casady – (858) 694-3063 [Michael.Casady@sdcounty.ca.gov](mailto:Michael.Casady@sdcounty.ca.gov)
- **SHERIFF'S LICENSING & REGISTRATION**
  - Stacey Smith (Supervisor) – (858) 974-2140 [Stacey.Smith@sdsheriff.org](mailto:Stacey.Smith@sdsheriff.org)
  - Veronica Sandoval (special events) – (858) 974-2102 [Veronica.Sandoval@sdsheriff.org](mailto:Veronica.Sandoval@sdsheriff.org)
  - Pamela Seago (carnivals) – (858) 974-2120 [Pamela.Seago@sdsheriff.org](mailto:Pamela.Seago@sdsheriff.org)
  - Lauren Lantner (farmers market) – (858) 974-2660 [Lauren.Lantner@sdsheriff.org](mailto:Lauren.Lantner@sdsheriff.org)
- **DEPT. OF PUBLIC WORKS/TRAFFIC ENGINEERING**
  - (858) 694-3850 (General Line)
  - Dan Mappala (special events) - (858) 694-3866 [Danilo.Mappala@sdcounty.ca.gov](mailto:Danilo.Mappala@sdcounty.ca.gov)
  - Jenny Talana (Supervisor) - (858) 694-3895 [Jennifer.Talana@sdcounty.ca.gov](mailto:Jennifer.Talana@sdcounty.ca.gov)
  - Ernie Bartley (Supervisor) - (858) 694-3846 [Ernest.Bartley@sdcounty.ca.gov](mailto:Ernest.Bartley@sdcounty.ca.gov)
- **DEPT. OF PUBLIC WORKS/RECYCLING**
  - Stephanie Ewalt – (858) 694-2458 [Stephanie.Ewalt@sdcounty.ca.gov](mailto:Stephanie.Ewalt@sdcounty.ca.gov)
- **DEPT. OF HUMAN RESOURCE-RISK MANAGEMENT DIVISION**
  - Samuel Rivera – (858) 694-3761 [Samuel.Rivera@sdcounty.ca.gov](mailto:Samuel.Rivera@sdcounty.ca.gov)
  - Susan Toner – (858)694-3874 [Susan.Toner@sdcounty.ca.gov](mailto:Susan.Toner@sdcounty.ca.gov)
- **DEPT. OF PARKS AND RECREATION**
  - Brenda Zapari – (858) 966-1306 [Brenda.Zapari@sdcounty.ca.gov](mailto:Brenda.Zapari@sdcounty.ca.gov)
  - Jessica Cissel (CEP Program Lead) – (858) 966-1329 [jessica.cissel@sdcounty.ca.gov](mailto:jessica.cissel@sdcounty.ca.gov)
- **DEPT. OF ANIMAL SERVICES**
  - Daniel Desousa – (619) 767-2624 [Dan.DeSousa@sdcounty.ca.gov](mailto:Dan.DeSousa@sdcounty.ca.gov)
- **DEPT. OF PUBLIC WORKS-WATERSHED PROTECTION PROGRAM**
  - (858) 945-5318 (General Line)
  - (888) 846-0800 [watersheds@sdcounty.ca.gov](mailto:watersheds@sdcounty.ca.gov)
- **SAN DIEGO COUNTY FIRE AUTHORITY**
  - David Sibbet (CEP Program Coordinator) - (858) 694-3091 [david.sibbet@sdcounty.ca.gov](mailto:david.sibbet@sdcounty.ca.gov)

# (ROAD NAME) ADVANCED WARNING SIGNS

# SAMPLE TC PLAN



Legend	
	Vehicle Route
	C9A(CA)
	CHP
	G20-2
	SC5(CA)
	W3-4

WORKING DAYS: \_\_\_\_\_  
 WORKING HOURS: \_\_\_\_\_

**NOTES:**

- SIGNS SHALL NOT BE PLACED WITHIN THE BIKE LANE AND SHALL NOT OBSTRUCT THE PATHWAY FOR BICYCLISTS AND MOTORISTS
- SIGNS SHALL NOT IMPACT THE SIGHT DISTANCE OF ADJACENT DRIVEWAYS AND STREET OPENINGS ALONG (ROAD NAME).



NOTES:

START DATE:	WORK HOURS:	DURATION:
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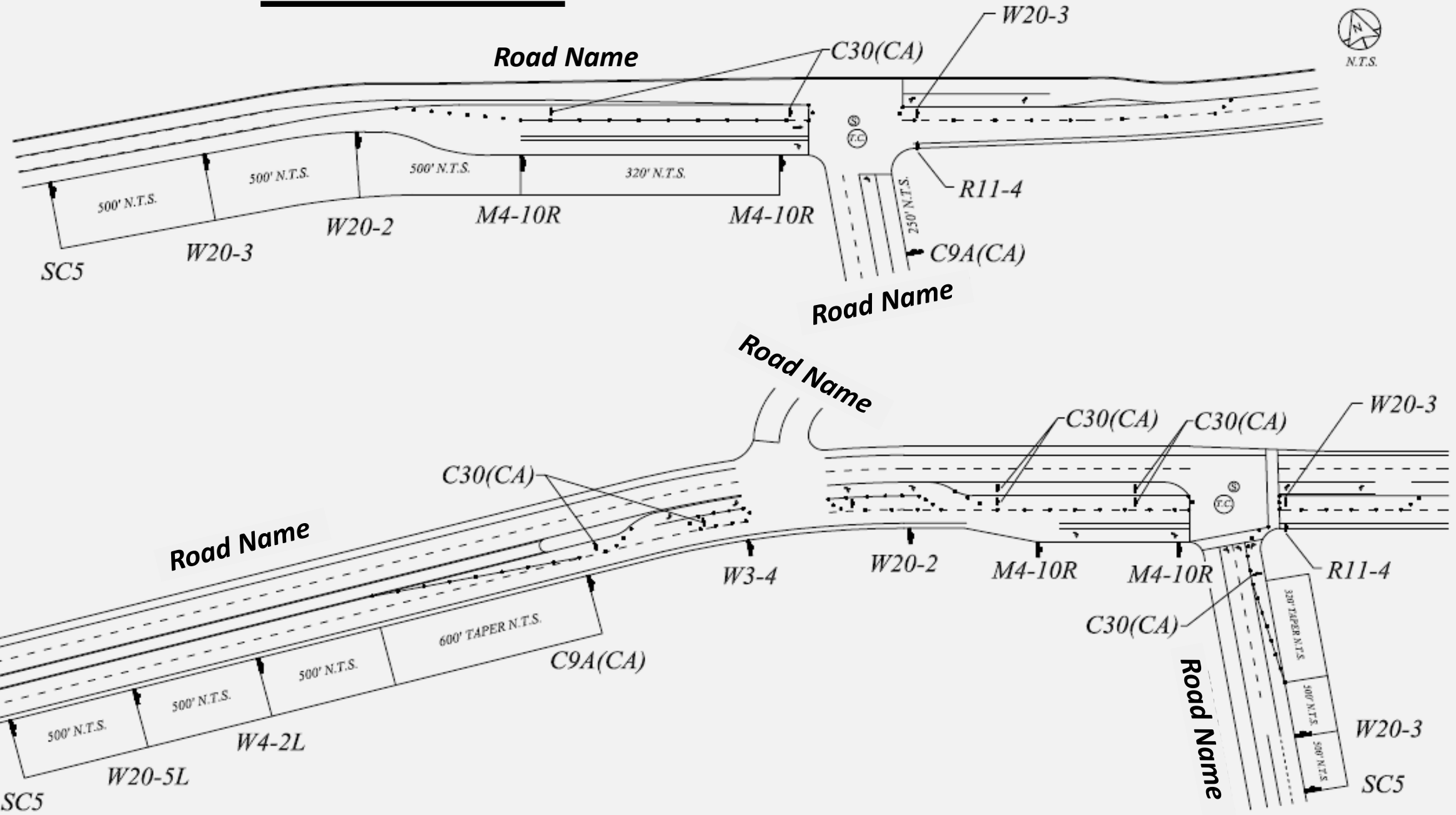
**TRAFFIC CONTROL PLAN**  
(NAME OF EVENT)

PROJECT LOCATION:		
SCOPE OF WORK:		
PRIME CONTRACTOR:	CONTRACTOR CONTACT:	
DRAWN BY:		
DATE DRAWN:	SCALE:	SHEET NUMBER:
	NOT TO SCALE	1 of 1

# SAMPLE

**GENERAL NOTES**

1. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), THE MUTCD CALIFORNIA SUPPLEMENT, AND THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
2. THE CITY ENGINEER OR HIS REPRESENTATIVE HAS THE AUTHORITY TO INITIATE FIELD CHANGES TO ASSURE PUBLIC SAFETY.
3. ALL TRAFFIC CONTROL DEVICES SHALL BE REMOVED FROM VIEW WHEN NOT IN USE.
4. WORK HOURS SHALL BE RESTRICTED TO BETWEEN \_\_\_\_\_ TO \_\_\_\_\_ UNLESS APPROVED OTHERWISE.
5. ACCESS TO DRIVEWAYS WILL BE MAINTAINED AT ALL TIMES UNLESS OTHER ARRANGEMENTS ARE MADE.
6. ALL WORKERS SHALL BE EQUIPPED WITH AN ORANGE VEST (OR A REFLECTIVE VEST AT NIGHT). ALL FLAGGERS SHALL ALSO BE EQUIPPED WITH A HARD HAT, C28 "STOP/SLOW" PADDLE.
7. A MINIMUM OF TWELVE (12) FOOT TRAVEL LANES MUST BE MAINTAINED UNLESS OTHERWISE APPROVED BY THE DEPARTMENT OF PUBLIC WORKS.



**LEGEND**

- TEMPORARY SIGN
- CONE
- SIGNALIZED INTERSECTION
- FLAGGER
- W20-5R/L RIGHT/LEFT LANE CLOSED AHEAD
- W4-2R/L RIGHT/LEFT LANE ENDS
- C30(CA) LANE CLOSED
- SC5 SPECIAL EVENT AHEAD
- W20-3 ROAD CLOSED AHEAD
- W20-2 DETOUR AHEAD
- W3-4 BE PREPARED TO STOP
- C9A(CA) FLAGGER SYMBOL
- R11-4 ROAD CLOSED TO THRU TRAFFIC
- R11-2 ROAD CLOSED
- M4-10R DETOUR RIGHT

RECORD RCE			REVISION BLOCK		DEV ENG DIV MGR		SPECIAL EVENT	
REV#	APPR	DATE			APPR	DATE	TRAFFIC CONTROL PLAN VARIOUS CLOSURES ALONG <i>Road Name</i>	

SHEET  
1 OF  
\_\_\_\_ SHTS