



Temporary Outdoor Promotion Permit Application

Permit No. _____

Permit Fee:
\$196.00

Date Submitted : _____

Applicant Information

Business Name: _____

Business Address: _____

City: Lake Forest

STATE: CA

ZIP: _____

Applicant/Contact Person: _____ Title: _____

Telephone No: _____ E-mail: _____

Shopping Center/ Business Park: _____

How many permits have you applied for this year (including this one)? : _____

Property Owner Information

Company Name: _____

Contact Person: _____ Title: _____

Address: _____

Telephone No: _____ E-mail: _____

Event Information

Event Location Address: _____

Event Period: Start Date: _____ End Date: _____

Hours of Operation: From: _____ To: _____

Brief Description: _____

Detailed Event Specifics

The event will include (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Outdoor Merchandise Displays | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Outdoor Music | <input type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> Food/Beverages | (Size:_____) |
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Booths/Kiosks |
| <input type="checkbox"/> Security | <input type="checkbox"/> Temp. Generator(s) |
| <input type="checkbox"/> Other: _____ | |

Signage used at the event (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Wall Banner (Size:_____) | <input type="checkbox"/> Balloons |
| <input type="checkbox"/> Flag Banner (Quantity:_____) | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Freestanding Banner | <input type="checkbox"/> Pennants/ Streamers |
| <input type="checkbox"/> A-frame | <input type="checkbox"/> Costumed Mascot |
| <input type="checkbox"/> Kiosk Sign | <input type="checkbox"/> Other: _____ |

Site Plan: ☐ I have submitted a site plan depicting the location of the temporary outdoor promotion, including all signage proposed in conjunction with the event.

PROPERTY OWNER AUTHORIZATION

I hereby authorize the business referenced above to hold a temporary outdoor promotion event and obtain a permit.

Property Owner Signature: _____ **Date:** _____

APPLICANT CERTIFICATION

I hereby certify that the property manager/owner (or designee) has authorized the proposed temporary outdoor promotional event, that I have read and understand the temporary outdoor promotion regulations, and that all information provided on this application true and correct.

Applicant Signature: _____ **Date:** _____

FOR CITY USE ONLY

Reviewed By: _____ **Date:** _____

Director Approval: _____ **Date:** _____

Other Approvals Required:

- ☐ Building Permits
- ☐ Electrical Permits
- ☐ Encroachment Permit
- ☐ Orange County Fire Authority
- ☐ Orange County Health Care Agency
- ☐ Alcoholic Beverage Control

EVENT SPECIFIC CONDITIONS OF APPROVAL:**STANDARD CONDITIONS OF APPROVAL**

1. The applicant shall indemnify, protect, defend, and hold the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, harmless from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolution procedures (including, but not limited to arbitrations, mediations, and other such procedures), judgments, orders, and decisions (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, any action of, or any permit or approval issued by the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City) for or concerning the project, whether such Actions are brought under the Ralph M. Brown Act, California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Community Redevelopment Law, Code of Civil Procedure Sections 1085 or 1094.5, or any other federal, state, or local constitution, statute, law, ordinance, charter, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that applicant shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the applicant of any Action brought and City shall cooperate with applicant in the defense of the Action.
2. Any premises utilized for the temporary outdoor promotion shall be cleared of debris and restored to its condition prior to the event, immediately after the completion of the event.
3. The surrounding public right-of-ways and adjacent properties shall be free from debris and litter.
4. A 4-foot unobstructed path of travel/aisle width shall be maintained between all tables, booths, tents, canopies, along the sidewalk and walkways for handicap access.
5. Any noise at the Temporary Outdoor Promotion shall not exceed the City's Noise Ordinance. This may include, but is not limited to, noise created by the speakers, generator(s), live band, mechanical equipment, and event attendees. All loud speakers shall be directed away from any adjacent residential community.
6. All proposed signs and/or banners shall require Planning review and approval prior to erection. All signage must be in compliance with LFMC Section 9.164.110(A)(11). There is no maximum size/number for additional promotional signage (i.e. freestanding banners, balloons, inflatables, pennants, a-frames, human signs, or kiosk signs), provided that all signage is in within the approved promotional outdoor site.

NOTE: All signage related to the Temporary Outdoor Promotion shall be set back a minimum of ten (10) feet from the back of sidewalk and shall be removed within 24 hours after the completion of the event.

Violation of any condition as herein described is subject to the immediate closure and ceasing of operation of the event as may be necessary to protect the health, safety and welfare of the citizens of Lake Forest. Said determination shall be made by the Lake Forest Code Enforcement Officer or Deputy Sheriff based on the severity of the violation. If an officer is summoned to the site, he/she may take all appropriate actions necessary as permitted by law at his/her discretion to mitigate the violation. **If violations occur at any time during operation, the City of Lake Forest may deny future events proposed by the applicant in order to protect public health and safety.**