



INSTRUCTIONS FOR FILING A SPECIAL EVENT PERMIT REVIEW

All of the following must be submitted before the Planning Division can process the application:

1. **Application**

**Note: Signature of the application includes an agreement to clean up the site after the event.*

2. **Description of Proposal:** Please fill out the corresponding form(s) for Outdoor Display and/or Promotional Signs as applicable for the application being requested.

3. **Plans**

- a. Plot Plan: Drawn as close to scale, identifying the property lines, building footprint(s), parking area layout, names of streets, and location of all driveways and access points.
- b. Elevation Plans: A sketch of the exterior of the building on which a banner or other device is to be located showing the placement, size, any color(s), and the lettering.

4. **Filing Fee:** \$495 Flat Fee

5. **Certificate of Liability Insurance:** A liability insurance certificate with a minimum of \$500,000 CSL and an endorsement naming the City of West Covina as an additional insured shall be required for the purposes of the event.



SPECIAL EVENT PERMIT (SEP) APPLICATION

A. **Application Requested:**

- Minor Promotional Event (Outdoor Display and/or Signs)
- Other: _____

Case No.

B. **Activity Information:**

Name of Business: _____

Location: _____

Date(s): _____ Through _____

Time: _____ Through _____

C. **Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

D. **Certification of Owner's Permission:**

I do hereby certify, under penalty of perjury, that I am the owner of the real property described herein and I hereby permit the activity for which this application is made.

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____



DESCRIPTION OF PROPOSAL: SIGNS

For the proposal to display banners, signs, flags, or pennants, please provide the following information:

1. Describe the purpose for displaying the sign.
2. Describe the type and size of the sign to be displayed. Please also indicate the type of material(s) that will be used.
3. Describe how the sign will be attached to the building.
4. Describe where the sign will be mounted or location (as shown on the elevation plan).



DESCRIPTION OF PROPOSAL: OUTDOOR DISPLAY

For the proposal to conduct an outdoor display and sale of merchandise, please provide the following information:

1. Describe the type of merchandise to be displayed.
2. Describe the manner in which the merchandise will be displayed (e.g. bins, racks).
3. Describe the area to be used to display the merchandise.
4. Describe how the display of merchandise will not impede the flow of vehicles and pedestrians through the site. Your display must not interfere with other businesses or visitors to the site.