



**SPECIAL EVENT FACILITIES
APPLICATION SUBMITTAL GUIDE
(BCC §[24-175.2 ET SEQ.](#))**

The following information is required for a complete application. The applicant should discuss the application submittal requirements with Planning Division staff prior to submittal. Additional information may be required in order to clarify, correct or supplement the information below. Please contact the Planning Division of the Department of Development Services if you have any questions about these requirements.

- Project Information Form (DPL-1).** Completed and signed.
- Agent Authorization Form (DPL-2).** If the application is signed by an agent for the property owner of record, or by an applicant other than the property owner of record, an agent authorization form must be submitted along with the application.
- Environmental Health Pre-Authorization Clearance.** Complete a Pre-Application Review with the Environmental Health Division and provide evidence of meeting their requirements for sewage disposal and water supply in one of the following ways:
 - A pre-application completion letter from Environmental Health;
 - A Willing and Able to Serve Letter from the appropriate utility district;
 - A completed cooperative agreement for annexation into a utility district.
- Application Filing Fees.** A fee of **\$8,651.32** must be provided at the time of application submittal. An additional fee of **\$272.00** may be collected on behalf of the Agricultural Commissioner's Office if the subject parcels are located on or adjacent to an Agriculture-zoned property. Additional fees may also be collected by the Environmental Health Division as part of their Pre-Application Review. Please make checks payable to: "Butte County"
- Property Ownership Verification.** To verify ownership of the subject property, a current Grant Deed or deed of sale of the property must be provided. A Preliminary Title Report (less than 6 months old) may be provided in-lieu of a deed.
- Operations Plan.** A detailed description of the proposed special events and facility must be included with your application submittal. The following information should be considered in the preparation of the plan:
 - Maximum number and types of events held annually (i.e. weddings, ceremonies, wedding receptions, corporate functions or retreats, fundraisers, funerals or end of life ceremonies, etc.)
 - Number of days and hours for events

- Maximum number of guests
- Use of amplified music (i.e. music bands, disc jockeys, amplified music, microphones)
- Type of bathroom facilities provided for guests
- Type of potable water supply provided for guests
- Site Plan.** One copy of a site plan drawn to scale (i.e. 1"=20'), with scale noted. All site maps shall be drawn on uniform size sheets no greater than 11"x17". The site plan shall include the following information:
 - Vicinity Map.** Show north arrow, the location and boundary of the project site, major cross streets and the existing street pattern in the vicinity.
 - Information Table.** Include the following information (printed on the site plan):
 - Name of property owner
 - Location of the subject property, including Assessor Parcel Numbers and site address (if assigned)
 - Name of site plan preparer and date
 - General Plan and Zoning designations
 - Size of property including gross & net lot area (square feet and acres)
 - Property Boundaries.** Show property lines with dimensions.
 - Buildings and Setbacks.** Location, dimensions or square footage, and use of all existing and proposed buildings and structures, including decks, carports, outdoor tents or canopies and stages. Show the distance of the structures from property lines and from other structures. Also include the location of the events area and the distance from property lines.
 - Traffic and Circulation.** Location and dimensions for all access roads and driveways to the site, including emergency vehicle access points.
 - Utilities.** Show the location of any domestic water system or groundwater wells, septic tanks and leach fields, and portable bathrooms (if proposed).
 - Natural Features.** Location of all natural features such as creeks, ponds, drainage swales, wetlands, adjacent riparian vegetation, etc.
 - Parking.** Location and dimensions of proposed parking area, including back-up and turnaround areas, internal vehicle circulation, and the total number of spaces.
- Building Elevations – Preliminary Design Review.** Plans for any proposed buildings or structures shall be drawn by a licensed architect or engineer at 1/8" = 1' minimum scale. The plans shall include:
 - Fully dimensioned elevation of all four side of the proposed building or structure with vertical dimensions from the average finish grade level to the highest point of the structure.

- Identify the materials, colors and styles of the proposed buildings major architectural components such as the roof and siding.
- **Floor Plans.** Plans for existing and proposed buildings that will be used for special events shall be drawn by a licensed Architect at 1/8"=1' or larger scale. The proposed uses of each room or structure shall be noted on the plan.
- **Noise Analysis.** A noise analysis may be required to assess the project's noise impact on surrounding properties and to determine if the project will comply with the Butte County Noise Control Ordinance (Butte County Code Chapter 41. A). The County has retained a professional acoustical consultant who will undertake this analysis. Cost of the analysis will be borne by the applicant and will be based upon the individual project. After review of the application submittal, a planner will contact the applicant if a noise analysis is needed, and the cost of completing the noise analysis.
- **Dust Control Plan.** If access driveways and parking areas for the event facility are not paved, the applicant must provide a detailed plan on the measures that will be implemented to minimize fugitive dust (i.e. reducing vehicle speed, application of water, dust suppressant, times of suppressant application, etc.)
- **Lighting Plan.** Location and type of existing and proposed exterior lighting, both fixed to the building and freestanding (i.e. security, landscaping, building accent or other purpose.)
- **Sign Plan.** Any proposed signs shall be drawn to scale with dimensions, total sign area, colors, materials, sign copy, font styles, illumination method, and any other details. Show dimensioned location and mounting details of signs on building elevations and include a site plan referencing all sign locations.
- **Agricultural Maintenance Plan.** Event facilities located on parcels with existing agricultural operations must include a plan identifying specific measures to be implemented to ensure that the proposed use does not adversely impact agricultural activities on the parcel. The Zoning Administrator and Agricultural Commissioner will review and prepare comments and recommendations pursuant to BCC §24-13(B).

Once the application materials have been submitted and fees collected, staff will perform an initial application review for completeness within 30 days following submittal. If your application is found to be incomplete, or additional information is required, the applicant or the designated agent will be contacted and advised on what additional items must be submitted before additional action is taken by Staff. As part of the review, Staff may refer the application to any public agency that may have an interest in the proposed project.