



City of West Covina Planning Department

Instructions for filing a Special Event Permit

An application for a Special Event Permit must be accompanied by the items listed below, as needed.

Type of Request	Application Items					
	1	2	3	4	5	6
Minor Promotional Event for Commercial Business: Outdoor Display Only	X	X	X	X		X
Minor Promotional Event for Commercial Business: Promotional Signs Only	X	X	X	X	X	
Minor Promotional Event for Commercial Business: Outdoor Display AND Promotional Signs	X	X	X	X	X	X

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|----------------------------|-----------------------------|
| 1. Filing Fee: \$347 | 4. Plot Plan |
| 2. Application | 5. Elevation Plans |
| 3. Description of Proposal | 6. Certificate of Insurance |

Explanation of Each Item

1. Filing Fee of \$347: this fee is set by City Council Resolution.
2. Application: the attached form must be completed as indicated. (Note that for outdoor display events, signature of application includes an agreement to clean up the site after the event.)
3. Description of Proposal: as applicable, answer the questions on pages 3 and 4.
4. Plot Plan: a Plot Plan, drawn as close to scale as practical, containing the following points of information: 1) property lines, 2) building footprints, 3) parking area layout, 4) names of streets and 5) location of all driveways and access points.
5. Elevation Plans: a sketch of the exterior of the building on which a banner or other device is to be located, showing 1) the placement of the banner, 2) its size, 3) its colors, and 4) the proposed copy (lettering).
6. Certificate of Insurance: A certificate of Insurance with a minimum of \$500,000 CSL. The certificate must name the **City of West Covina** and (when applicable) the **City of West Covina Redevelopment Agency** as Additional Insureds for the purposes of the event.

Description of Proposal - Banners and other temp. signs

For proposals 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 sign to be displayed.
3. From what materials will the sign(s) be constructed?
4. Describe how the sign will be attached to the building.
5. Describe where the sign will be mounted or located (and also show on elevation plan).

Description of Proposal: Outdoor display and sales

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

1. Describe the types of merchandise to be displayed.
2. Describe the manner in which the merchandise will be displayed (e.g. bins, racks, etc.)
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.