



# City of Visalia

## Special Events Encroachment Permit

**Applicant Name:**

**Phone Number:**

**Emergency Contact:**

**Event Date(s):**

**Event Time(s):**

**Event Location:**

**A COPY OF THE APPROVED TRAFFIC CONTROL PLAN MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR REVIEW BY POLICE, CODE ENFORCEMENT OR OTHER CITY STAFF DURING THE EVENT.**

**Visalia Municipal Code Section 12.48.030 General provisions.**

A. It is unlawful for any individual, entity, firm, association, or corporation to conduct, aid, or participate in any special event unless it has been approved by the *City Manager or designee*, and said authorizing documents issued by the city are carried by an individual present at the special event and responsible for ensuring compliance with the provisions of this chapter.

B. It is unlawful for any individual, entity, firm, association, or corporation to participate in any special event with the knowledge that the sponsor of the special event has not been authorized by the city or that the sponsor has failed to comply with the conditions of the authorizing documents.

C. A *Special Event Permit* authorizes the applicant to conduct only such special event as is described in the authorizing documents, and in accordance with the terms and conditions of said documents. It is unlawful for the applicant to willfully violate the terms and conditions of the authorizing documents, or for any special event participant with knowledge thereof, to willfully violate the terms and conditions of the authorizing documents.

D. Any person willfully violating any provision of this chapter shall be subject to the remedies provided under Chapter 1.13 of the Visalia Municipal Code. In addition to the remedies provided under Chapter 1.13 of the Visalia Municipal code, or as an alternative thereto, such person may also be deemed guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000) for each violation. Violations may also be addressed by civil action in which the violator shall be liable for the full amount of actual costs incurred by the city in connection with the provision of any city service for, or because of, the special event, including, but not limited to, police services, fire services, emergency services, park services, traffic safety services, and public works services.

**Visalia Municipal Code 12.48.130 Fees for Event**

If the property used for the event has not been properly cleaned or restored, the applicant shall be billed for the actual cost incurred by the city for cleanup and restoration.

Permit Approved By:

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**Special Events Chair  
Authorized Representative**

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**Visalia Police Department  
Authorized Representative**

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**Visalia Fire Department  
Authorized Representative**

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**Traffic Safety  
Authorized Representative**

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**Traffic Engineering  
Authorized Representative**

*If you have any questions regarding this permit, please call (559) 713-4187*